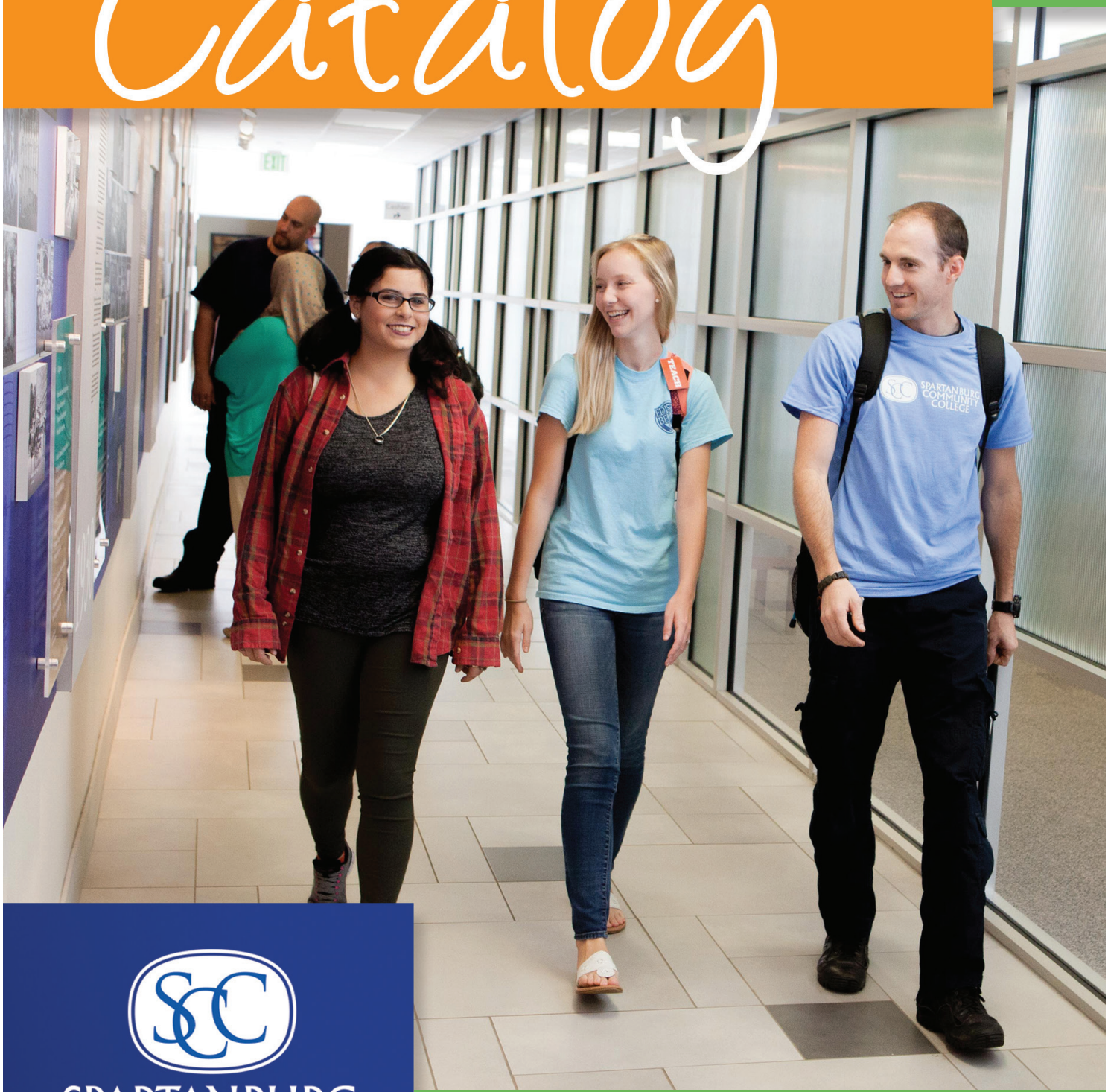
2017-2018

Catalog



SPARTANBURG COMMUNITY COLLEGE

NOTICE TO STUDENTS

Notice of Student Responsibility:
The information contained in this Catalog does not constitute a contract between Spartanburg Community College and its students or applicants for admission or any other person. Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information or statement in this catalog. You may view the College's website at www.sccsc.edu for current or the most up-to-date information.

If special accommodations or assistance will be needed, contact Joshua Holmes, Coordinator of Student Disability Services at (864) 592-4818, (864) 641-7425 (Video Phone) or DisabilityServices@sccsc.edu or visit the office located on the central campus in the P. Dan Hull Building, room E-4.

ADA/504 Coordinator and Title IX Coordinator: Ron Jackson, Vice President of Student Affairs at (864) 592-4817 is located on the central campus in the Dan L. Terhune Building, room 167.

Transfer Officer: Celia Bauss, SCC registrar, (864) 592-4754

SPARTANBURG COMMUNITY COLLEGE

2017 – 2018 Catalog

107 Community College Drive
Spartanburg, South Carolina 29303
(864) 592-4800 • (866) 591-3700 • www.sccsc.edu

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Access up-to-date SCC information 24/7

You have so much to keep up with already. Why carry around a bulky catalog when the information you need - when you need it - is available online at **www.sccsc.edu**?

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Twitter Campus Closings and Alerts: **Follow @SCC911 at www.twitter.com/scc911**
Emergency • Campus Police **(864) 592-4911**
If using a campus telephone call **4911**
Tuition & Fees - www.sccsc.edu/tuition
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Common SCC Phone Numbers

If using a campus phone, dial the last 4 digits:
Admissions - (864) 592-4410
Financial Aid - (864) 592-4810
Records - (864) 592-4681
Toll-free: (800) 922-3679
SCC central campus - (864) 592-4600
SCC Cherokee County Campus - (864) 206-2700
SCC Downtown Campus - (864) 592-4050
SCC Tyger River Campus - (864) 592-6200
SCC Union County Campus (864) 466-1060
College Closings **- (864) 592-4325**

Social Media
Facebook - www.facebook.com/YourCollege *Twitter* - www.twitter.com/SCCyourCollege
YouTube - www.youtube.com/user/SpartanburgCommColl *Flickr* - www.flickr.com/photos/sccsc/sets/*College*

Consumer Information: Write to the office of the vice president of student affairs at SCC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Catalog contents are subject to change.

English Fluency of Faculty:

Spartanburg Community College, in compliance with SBTCE policy 8-2-109.1 and the English Fluency in Higher Education Act of 1991 (Section 59-103-160 of the SC Code of Laws of 1976, as amended), requires faculty members whose first language is not English to possess adequate proficiency in both written and spoken English (SCC Procedure VI-330.1). Students concerned about a faculty member's ability to write and speak fluently in the English language should utilize the SCC Student Grievance Procedure. Exclusion: This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studios and seminars; special arrangement courses such as individualized instruction and independent study courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

Facility Services at SCC: Spartanburg Community College offers campus facilities as prime meeting space to local businesses, civic, professional and community organizations, and individuals. Services include accommodations and audio visual services. Spartanburg Community College reserves the right to disallow any function which it deems unsuitable for the facility or incompatible with the College's mission. To schedule an event at Spartanburg Community College contact the following locations:

SCC central campus – (864) 592-4647
SCC Cherokee County Campus – (864) 206-2802
SCC Downtown Campus - (864) 592-4050
SCC Tyger River Campus – (864) 592-6206
SCC Union County Campus – (864) 466-1060

HEOA (Higher Education Opportunity Act) Institution Disclosure Information:

Spartanburg Community College HEOA information is available through a link called Essential Student Information on each page of the College's website (www.sccsc.edu), addressed in the current catalog and, as appropriate, in each of the academic/administrative departments on the College's central campus in Spartanburg. Additional information to include related instructional, laboratory, physical plant facilities; full-time, part-time faculty and other instructional personnel; clinical rotation sites, internships and field placements is available in each of the academic departments.

Non-Discrimination Statement:

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, veteran status or disability in its admission policies, programs, activities or employment practices. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Section 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990, as well as the ADA Amendments of 2008 (ADAAA). For additional information on nondiscrimination policies, students should contact Ron Jackson, Vice President of Student Affairs, who coordinates Title II of the ADA/ADAAA, Section 504, and Title IX at (864) 592-4817, located on the central campus in the Dan L.

Terhune Building, room 167. Employees and prospective employees should contact the Director of Human Resources, Rick Teal, at (864) 592-4617, located on the central campus in the James P. Ledbetter Building, room 210.

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Postmaster Information: 2017-2018 College Catalog, published April 2017, Spartanburg Community College, Post Office Box 4386, Spartanburg, S.C. 29305

Student-Right-To-Know: As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Community College's graduation rate for the 2013 cohort year is 19%, and transfer-out rate for 2013 cohort year is 14%. It is important to note that the SRTK is a "cohort" study. It identifies the students who are first-time, full-time, and degree-seeking in the fall semester of the cohort year. The graduation rate is the percentage of students in the cohort who graduate within 150% of the expected time to graduation (typically within three years for a two-year program). While SRTK has merit in that it provides a standardized measure of effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

The 4-year Average Student-Right-To-Know Completion or Graduation Rate Calculation for Spartanburg Community College is 15%.
The 4-year Average Student-Right-To-Know Transfer-out Rate is 15%.
* *Information at the time of printing of this catalog.*

Services to Students with Disabilities: SCC complies fully with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Students needing accommodations may contact Joshua Holmes, Coordinator of Student Disability Services at (864) 592-4818, (864) 641-7425 (Video Phone), or DisabilityServices@sccsc.edu, or visit the office in the P Dan Hull Building, room E-4. Ron Jackson, SCC Vice President of Student Affairs, coordinates ADA/Section 504, EEO/Title IX for students and can be contacted at (864) 592-4817 or visited on the central campus in the Dan L. Terhune Building, room 165.

Transfer Officer: Celia Bauss, SCC registrar, can be contacted at (864) 592-4754.

World Wide Web Address: Spartanburg Community College's home page address is www.sccsc.edu.

President's Welcome

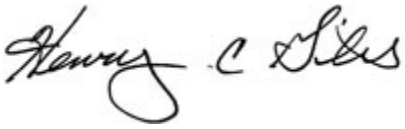
Welcome to Spartanburg Community College! As an SCC student, you join a rich history of educational excellence that began in 1963 with 150 students. Today, nearly 5,000 students share a common goal of seeking associate degrees and training that lead to rewarding employment and financial stability.

We are dedicated to helping you accomplish your college and career objectives in a way that works best for you. Whether your goal is education leading to a high-growth, high-demand career field or university transfer, SCC offers access to more than 70 associate degree, diploma and certificate programs that lead to growing careers in business, engineering technology and industrial technology, computer technology, health and education. With day, evening, weekend, traditional and online classes at locations in Spartanburg, Cherokee and Union counties, SCC is convenient for recent high school graduates and busy adults who want to begin or advance their careers. Our tuition is the lowest in the region and our quality is excellent, thanks to dedicated faculty, state-of-the-art classrooms and laboratories, and small class sizes. And, because more than 80 percent of new careers today and in the future will require at least an associate degree, your SCC education will continue to pay off for years to come.

I encourage you to use this catalog and the many other resources available to assist you as you plan your academic program at SCC. Most importantly, I encourage you to visit our campus and meet with admissions and/or advising specialists who can assist you.

We are committed to your success – while a student on our campus, after graduation and as a working professional in our community.

Thank you for choosing Spartanburg Community College. We look forward to assisting you in achieving your college and career goals. Our mission is to ensure your success.



Henry C. Giles, Jr.
President
Spartanburg Community College

2017-2018 Academic Calendar*

General Deadlines – Fall 2017	Date
Registration begins for Fall 2017	April 17
Verify Tuition/fee payment and financial aid awards in WebAdvisor	July 3
Financial aid available for Book Inn purchases	July 31–October 4
Deletion for Non-Payment at 5:00pm (First deletion)	July 26
Deletion for Non-Payment at 5:00pm (Second deletion)	August 7
Registration, Downtown Campus	August 8; 9am – 6 pm
Registration, Union County Campus	August 8; 9am – 1pm
Registration, Cherokee County Campus	August 8; 9am – 6 pm
Registration, Tyger River Campus	August 8; 9am – 6pm
Registration, Central Campus (for times, see www.sccsc.edu/academiccalendar)	August 9-11
Deletion for Non-Payment at 5:00pm (Final deletion)	August 10
Late Registration Begins	August 11
Labor Day holiday (College Closed)	September 4
Fall Break (No Classes)	October 4-8
Checks mailed to students with financial aid funds remaining in accounts	October 18
Deadline for graduation applications	November 10
Thanksgiving holiday (No Classes)	November 22
Thanksgiving holiday (College Closed)	November 23-26
Fall grades submitted	December 7
Christmas/New Year holidays (College closed)	December 19 - Jan 1

General Deadlines – Spring 2018	Date
Registration begins for Spring 2018	October 16

Verify Tuition/fee payment and financial aid awards in WebAdvisor	November 1
Financial aid available for Book Inn purchases	December 13-March 2
Registration, Downtown Campus	January 2; 9am – 6pm
Registration, Cherokee County Campus	January 2; 9am – 6pm
Registration, Union County Campus	January 2; 9am – 1pm
Registration, Central Campus (for times, see www.sccsc.edu/academiccalendar)	January 3-5
Registration, Tyger River Campus	January 2; 9am – 6pm
Deletion for Non-Payment at 5:00 pm	January 4
Late Registration Begins	January 5
Martin Luther King, Jr. holiday (College closed)	January 15
Deadline for graduation applications	March 2
Checks mailed to students with financial aid funds remaining in accounts	March 14
Spring break (no classes)	April 1-8
Spring grades submitted	April 30
Graduation	May 3

General Deadlines – Summer 2018	Date
Registration begins for Summer 2018	March 19
Verify Tuition/fee payment and financial aid awards in WebAdvisor	April 2
Financial aid available for Book Inn purchases	May 7-June 18
Registration, Cherokee County Campus	May 8; 9am – 6pm
Registration, Union County Campus	May 8; 9am – 1pm
Registration, Tyger River Campus	May 8; 9am – 6pm
Registration, Downtown Campus	May 8; 9am – 6pm

Registration, Central Campus (for times, see www.sccsc.edu/academiccalendar)	May 9-11
Deletion for Non-Payment at 5:00 pm	May 9
Late Registration Begins	May 10
Deadline for graduation applications	June 8
Checks mailed to students with financial aid funds remaining in accounts	July 2
Independence Day (College closed)	July 4
Summer grades submitted	July 22

*The above calendar is an abbreviated version of the full academic calendar for 2017-2018, which can be found on the SCC Website. These dates are subject to change in the case of extenuating circumstances, such as inclement weather. Please check the SCC website at www.sccsc.edu/academiccalendar for updates to the academic calendar.

Spartanburg Community College Administration

Mr. Henry C. Giles, Jr. ..... President
Dr. Cheryl A. Cox ..... Senior Vice President of Academic Affairs
Mr. L. Ray Switzer ..... Vice President of Business Affairs
Mr. Ronald Jackson ..... Vice President of Student Affairs
Mr. P. Michael Forrester ..... Executive Assistant to the President & Director of Economic Development
Mrs. Bea Walters Smith ..... Executive Director of Advancement and SCC Foundation

Spartanburg County Commission for Technical and Community Education

Mrs. Tracey G. Hill ..... School District No. 1
Mr. Eugene S. (Sonny) Anderson, Vice Chairman ..... School District No. 2
Mr. Tracy W. Keller, Secretary ..... School District No. 3
Mr. F. Gary Towery ..... School District No. 4
Mr. William Bruce Johnson ..... School District No. 5
Mr. William G. Sarratt ..... School District No. 6
Mr. Anthony D. Bell ..... School District No. 7
Mr. Gregory M. Tate, Chairman ..... Cherokee County
Mr. Stanley O. Vanderford ..... Union County
Mr. James M. Folk ..... Member at Large
Ms. Kimberly A. Fowler ..... Member at Large

Ex Officio

Dr. C. Scott Turner ..... Superintendent, School District No. 5
Mr. J. Whitner (Whit) Kennedy, Jr. ..... Chairman, Spartanburg County Planning Commission

S.C. State Board for Technical and Comprehensive Education

Mr. Warren L. Helm ..... 1st Congressional District
Mr. Robert E. Barnett ..... 2nd Congressional District
Mr. Charles G. Wilson ..... 3rd Congressional District
Mr. Stephen J. Burry ..... 4th Congressional District
Mr. Ralph A. Odom, Jr., Chairman ..... 5th Congressional District
Mr. Gregory B. Askins ..... 6th Congressional District
Mr. Phillip G. Homan ..... 7th Congressional District
Mr. Montez C. Martin ..... Member at Large
Mr. Matthew L. Yaun ..... Member at Large
Mr. Roger P. Schrum ..... Member at Large
Dr. Gwendolyn A. Bright ..... Member at Large

Ex Officio

Ms. Molly M. Spearman ..... State Superintendent of Education, State Department of Education
Dr. Tim Hardee ..... System President, South Carolina Technical College System
Mr. Robert M. Hitt, III ..... Secretary of Commerce, S.C. Department of Commerce

Accreditations

Spartanburg Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500, at http://www.sacscoc.org, for questions about the accreditation of Spartanburg Community College.

The College offers programs accredited by the following:

- Accrediting Commission of the American Culinary Federation Foundation (ACF)
- American Society of Health-System Pharmacists (ASHP)
- Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 7601, www.coarc.com
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org. (Note: Includes the Accreditation Review Committee on Education in Technology and the American Association of Medical Assistants)
- Commission on Dental Accreditation, American Dental Association (CODA)
- Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: mail @jrcert.org
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, (773) 714-8880, www.naacls.org
- National Association for the Education of Young Children (NAEYC), 1313 L Street NW, Washington, D.C., 20005, www.naeyc.org
- National Automotive Technicians Education Foundation (NATEF) - 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175, (703) 669-6650, www.natef.org
- National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 10, Fairfax, VA 22030, (703) 352-4971

- Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, Fax (404) 975-5020, www.acenursing.org
- Technology Accreditation Committee of the Accreditation Board for Engineering Technology (TAC of ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700

College Vision

Spartanburg Community College is a catalyst in changing lives, building the future of our students and citizens, and developing the economy of the Upstate.

College Mission

Spartanburg Community College provides exceptional, accessible, learning centered education and workforce development programs and services.

College Role and Scope

Spartanburg Community College (SCC) is a public, two-year, multi-site, suburban college serving the citizens and communities of Cherokee, Spartanburg and Union Counties of South Carolina. SCC implements its mission through programs, services and partnerships that include:

College Credit Programs

SCC serves 7,000 to 10,000 credit students annually through classroom, hybrid and e-learning courses leading to associate degrees, diplomas and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.

Corporate and Community Education Programs (Non-Credit Programs)

SCC serves approximately 5,000 students annually through classroom, hybrid and online learning courses. The college provides professional and career development programs for business and industry, manufacturing, health care, nonprofits, and governmental agencies. The college provides customized training and development courses to business and industry. Personal enrichment courses are also offered.

Student Development Programs and Services

SCC provides opportunities that promote college readiness for students who are unprepared for college-level courses. These opportunities are provided through a wide variety of academic and student support services with an emphasis on preparing the student to enter and be successful in a program of study that builds academic and employability skills as well as personal and professional growth.

Economic Development Services

SCC proactively seeks to promote business growth in the service area through its Center for Business and Entrepreneurial Development.

College Values

Learning: We believe in the worth of individuals and their potential for growth and development. We encourage students to reach their highest potential by helping them acquire a strong work ethic and by promoting a desire for lifelong learning. We build a community of learners who are prepared for employment and/or further education.

Excellence: We believe in the quality of our teaching and learning. We are innovative and continuously search for ways to improve our programs, services, and operations. We develop the professional potential of faculty and staff so that we uphold high academic and customer service standards. We recognize merit in both students and employees.

Diversity: We believe in the necessity of access to programs and services for the diverse populations we serve. We appreciate their perspectives and experiences. We encourage each person to learn at the highest levels of achievement through a variety of programs in a variety of formats. We practice teamwork and effective communication while maintaining a climate of mutual trust, respect, and fairness.

Partnerships: We believe in the strength of community. We instill a sense of college pride in students. We build strong alliances with other educational institutions, employers, organizations and communities to enhance opportunities for our students and to improve their quality of life. We participate in the community's growth and development, and encourage faculty and staff to serve as leaders and role models.

Accountability: We believe in the power of responsibility. We stress students' active role in their own learning, growth and development. We give employees responsibility for job performance. We strive to be cost effective and efficient in providing quality education and services to our students and communities. We actively seek additional resources to help meet student and community needs.

Approved by the Spartanburg County Commission for Technical and Community Education on March 21, 2016. Approved by the SC Commission on Higher Education on April 21, 2016.

Student Outcomes

Spartanburg Community College engages in a process of quality enhancement through continuous assessment and improvement. In an effort to support the College's mission, each degree, diploma, and certificate offered at the College has faculty-developed learning outcomes that are included in this catalog, and each course has learning outcomes included on the syllabus. Additionally, every associate degree contains general education competencies as delineated below.

Associate Degree General Education Competencies

Associate Degree Requirements

Every associate degree at Spartanburg Community College includes a minimum of 15 credit hours of general education courses as an integral component of the College's graduation requirements. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. In order to promote intellectual inquiry, general education courses present a breadth of knowledge, not focusing on skills, techniques, and procedures specific to the student's occupation or profession.

Rationale

Spartanburg Community College has developed general education competencies that are designed to support the College's values. The general education component develops lifelong learners through the introduction of a broad liberal arts requirement. While each associate degree may contain different courses, each program of study introduces students to five essential general education competencies.

General Education Competencies

Students who complete the general education graduation requirement will be able to demonstrate

- Write professionally/academically in response to a variety of texts and audiences.
- Speak publicly, listen actively, and respond effectively.
- Access, retrieve, synthesize, and evaluate information.
- Apply quantitative, qualitative and/or scientific reasoning to solve problems.
- Explain social concepts and behaviors using fundamental theories and methods of analysis.
- Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

Spartanburg Community College has identified courses which, when completed as part of the general education requirement, will allow students to achieve each competency.

General Education Requirements

To graduate from Spartanburg Community College, each candidate for an associate's degree must meet program specific requirements. All programs identify a minimum of 15 credit hours from the following course options. As a minimum, each student must complete:

1. At least 3 credits from the Communications general education area.

   COMMUNICATIONS

   ENG 101 or ENG 165 (one of these courses is required)
   SPC 205

2. At least 3 credits from the Natural Sciences and Mathematics general education area.

   NATURAL SCIENCES/MATHEMATICS

AST 101	SOLAR SYSTEM ASTRONOMY
AST 102	STELLAR ASTRONOMY
BIO 101	BIOLOGICAL SCIENCE I
BIO 102	BIOLOGICAL SCIENCE II
BIO 112	BASIC ANATOMY AND PHYSIOLOGY
BIO 210	ANATOMY & PHYSIOLOGY I
BIO 211	ANATOMY & PHYSIOLOGY II
BIO 215	ANATOMY
BIO 216	PHYSIOLOGY
BIO 225	MICROBIOLOGY
BIO 240	NUTRITION
CHM 105	GENERAL ORGANIC & BIOCHEMISTRY
CHM 110	COLLEGE CHEMISTRY I
CHM 111	COLLEGE CHEMISTRY II
CHM 211	ORGANIC CHEMISTRY I
CHM 212	ORGANIC CHEMISTRY II
MAT 103	QUANTITATIVE REASONING

MAT 110	COLLEGE ALGEBRA
MAT 111	COLLEGE TRIGONOMETRY
MAT 120	PROBABILITY & STATISTICS
MAT 130	ELEMENTARY CALCULUS
MAT 132	DISCRETE MATH
MAT 140	ANALYTICAL GEOMETRY & CALCULUS I
MAT 141	ANALYTICAL GEOMETRY & CALCULUS II
MAT 155	CONTEMPORARY MATHEMATICS
MAT 170	ALEGBRA, GEOMETRY, & TRIGONOMETRY I
MAT 211	MATH FOR ELEMENTARY EDUCATION I
MAT 212	MATH FOR ELEMENTARY EDUCATION II
MAT 215	GEOMETRY
MAT 220	ADVANCED STATISTICS
MAT 240	ANALYTICAL GEOMETRY & CALCULUS III
MAT 242	DIFFERENTIAL EQUATIONS
PHS 101	PHYSICAL SCIENCE I
PHS 102	PHYSICAL SCIENCE II
PHY 201	PHYSICS
PHY 202	PHYSICS II
PHY 221	UNIVERSITY PHYSICS I
PHY 222	UNIVERSITY PHYSICS II

3. At least 3 credits from the Social/Behavioral Sciences general education area.

   SOCIAL/BEHAVIORAL SCIENCES

ANT 101	GENERAL ANTHROPOLOGY
ECO 201	ECONOMIC CONCEPTS
ECO 210	MACROECONOMICS
ECO 211	MICROECONOMICS
GEO 101	INTRODUCTION TO GEOGRAPHY
GEO 102	WORLD GEOGRAPHY
HIS 101	WESTERN CIVILIZATION TO 1689
HIS 102	WESTERN CIVILIZATION POST 1689
HIS 104	WORLD HISTORY I
HIS 105	WORLD HISTORY II
HIS 115	AFRICAN-AMERICAN HISTORY
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT
HSS 205	TECHNOLOGY AND SOCIETY
PSC 201	AMERICAN GOVERNMENT
PSC 215	STATE & LOCAL GOVERNMENT
PSC 220	INTRODUCTION TO INTERNATIONAL RELATIONS
PSY 103	HUMAN RELATIONS
PSY 201	GENERAL PSYCHOLOGY
PSY 203	HUMAN GROWTH & DEVELOPMENT
PSY 212	ABNORMAL PSYCHOLOGY
PSY 214	PSYCHOLOGY OF THE EXCEPTIONAL CHILD
SOC 101	INTRODUCTION TO SOCIOLOGY
SOC 102	MARRIAGE AND THE FAMILY
SOC 205	SOCIAL PROBLEMS

4. At least 3 credits from the Humanities/Fine Arts general education area.

ART 101	ART HISTORY AND APPRECIATION
ART 107	HISTORY OF EARLY WESTERN ART
ART 108	HISTORY OF WESTERN ART
ASL 101	AMERICAN SIGN LANGUAGE I
ASL 102	AMERICAN SIGN LANGUAGE II
ASL 201	AMERICAN SIGN LANGUAGE III
ASL 202	AMERICAN SIGN LANGUAGE IV
ENG 102	ENGLISH COMPOSITION II

ENG 201	AMERICAN LITERATURE I
ENG 202	AMERICAN LITERATURE II
ENG 205	ENGLISH LITERATURE I
ENG 206	ENGLISH LITERATURE II
ENG 208	WORLD LITERATURE I
ENG 209	WORLD LITERATURE II
ENG 228	STUDIES IN FILM GENRE
ENG 235	SOUTHERN LITERATURE
ENG 236	AFRICAN AMERICAN LITERATURE
ENG 238	CREATIVE WRITING
FRE 101	ELEMENTARY FRENCH I
FRE 102	ELEMENTARY FRENCH II
GER 101	ELEMENTARY GERMAN I
GER 102	ELEMENTARY GERMAN II
HSS 101	INTRODUCTION TO HUMANITIES
MUS 105	MUSIC APPRECIATION
PHI 101	INTRODUCTION TO PHILOSOPHY
PHI 105	INTRODUCTION TO LOGIC
PHI 110	ETHICS
REL 101	INTRODUCTION TO RELIGION
REL 104	EARLY CHRISTIAN HISTORY AND LITERATURE
REL 105	EARLY JEWISH HISTO RY AND LITERATURE
REL 201	RELIGIONS OF THE WORLD
SPA 101	ELEMENTARY SPANISH I
SPA 102	ELEMENTARY SPANISH II
SPA 201	INTERMEDIATE SPANISH I
SPA 202	INTERMEDIATE SPANISH II
SPC 209	INTERPERSONAL COMMUNICATION
SPC 212	SURVEY OF MASS COMMUNICATION
THE 101	INTRODUCTION TO THEATRE

5. Additional credits from the general education course list to meet the 15 minimum credit requirement.

NOTE: Courses in basic composition that do not contain a literature component, courses in oral communication, and introductory foreign language courses are skill courses and not pure humanities courses. Therefore, for purposes of meeting this standard, none of the above may be the one course designated to fulfill the humanities/fine arts requirement in CR 2.7.3.

NOTE: If a foreign language is chosen to satisfy a degree program's Humanities requirement, the course must be at the 102 level or higher.

Exceptions/Course Substitutions: Students who wish to apply for a course substitution or exception to the general education policy may appeal to the Associate Vice President of Instruction. The general education requirement will not be waived by Spartanburg Community College.

The SCC Corporate & Community Education Division

The Corporate & Community Education Division provides training to adult citizens of Spartanburg, Cherokee and Union counties to advance and support the economic and workforce development of the area. Training is available to citizens seventeen years of age and older. Nationally recognized Continuing Education Units (CEU's) are granted to students who successfully complete occupational development courses. Training is provided to meet various student needs:

- Occupational Development
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Preparation

- Personal Enrichment
- Individual Assessment and High Stakes Certification Testing
- Summer Camps

Student learning is the focus of the Corporate & Community Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.

The Spartanburg Community College Foundation

The Spartanburg Community College Foundation's purpose is to obtain and manage private and public resources to meet the needs of Spartanburg Community College. The SCC Foundation provides funds for student scholarships, faculty and staff development, curriculum upgrades and capital improvements. The Foundation also provides real property in support of campus growth.

As a 501(c)(3) tax-exempt organization, the SCC Foundation seeks and accepts gifts and contributions to support the College's mission. The Foundation is home to the SCC Alumni Association which actively connects SCC graduates to their alma mater.

Spartanburg Community College Campus Maps

SCC Central Campus
SCC Cherokee County Campus
SCC Downtown Campus
SCC Tyger River Campus
SCC Union County Campus

Admissions Policies

Spartanburg Community College is dedicated to serving the educational needs of all who can benefit from its courses and programs. In order to fulfill the South Carolina Technical Education System's educational mission and to provide students with the opportunity to achieve their education goals, SCC is essentially an "open door" institution. Open door admission is a practice that admits all citizens who can benefit from available learning opportunities, but does not mean that there are no entrance requirements. In most programs of study various entrance requirements and/or prerequisites are a necessity. SCC places into specific programs of study those students whose potential for success is commensurate with expected standards of performance. Although applicants for admission may not meet the entrance requirements for a particular program of study, SCC has the ability, through transitional studies coursework, to help them meet the entrance requirements and attain their academic goals. Consistent with statutory requirements and existing policies, SCC makes every effort to minimize geographic, financial and scholastic barriers to the postsecondary programs and services offered by the College.

Admission to specific programs requires that applicants have appropriate educational preparation as measured by skills assessment scores and/or prerequisite courses. When scores indicate that an applicant is not prepared to enter a particular program, he or she will be offered the appropriate course or courses to provide the needed preparation. This preparation may include referral to other schools or agencies to meet specific needs. Information on skills assessment score requirements, including those unique to each of the College's divisions, is available in the admissions center. Required preparatory course work may extend the length of time necessary for program completion.

The South Carolina Illegal Immigration Reform Act (S.C. Code of Laws Section 59-103-5) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. SCC will verify lawful presence at the time of application to the College and will verify any alien's immigration status with the federal government pursuant to 8 USC Section 1373(c). An alien unlawfully present in the United States is not eligible to attend a public institution of higher learning in this State.

All documents submitted for admission consideration become the permanent property of Spartanburg Community College and will not be returned to the student.

Regular Admission Requirements

Because the enrollment demand for some programs of study exceeds the number of openings available, students should apply for admission as early as possible. To assure proper processing of application and registration materials and to allow for counseling, advising and orientation, applicants should apply at least four weeks prior to registration.

All prospective students applying for admission into a curriculum program at SCC must:

- Complete and submit a SCC Application for Admission and pay the non-refundable application fee of $25, (students re-entering after being away three consecutive semesters, including summer, must submit a new application); application available online at https://applynow.sccsc.edu/Datatel.ERecruiting.Web.External/Pages/welcome.aspx and from the admission center on any SCC campus; and
- Be 18 years of age or older, and
- Have earned a high school diploma or high school equivalency (GED) and provide an official high school transcript that displays a graduation date and GPA determined by the SC Department of Education Universal Grading Policy, or equivalent from another US state, or provide official high school equivalency (i.e. GED) scores. Applicants who have earned an associate degree or higher from an accredited institution

may not be required to verify high school graduation or the equivalent provided they submit an official college transcript verifying the highest degree earned; and

- Meet minimum College, program and course level entry requirements as measured by one or a combination of the four options explained under the section below entitled, Placement Assessment at Spartanburg Community College.
- Request an official copy of all transcripts from other colleges and universities attended be sent to SCC, and
- Meet with an admissions officer prior to official acceptance to the College to review the results of the placement assessment or alternative means of skill level determination, discuss program-specific entrance requirements and review all pertinent campus resources and services.
- Any exception for admission must be approved by the SCC Associate Vice President of Enrollment Management and Retention.

Placement Assessment at Spartanburg Community College

What is a Placement Assessment?

SCC requires all incoming students to prove college readiness via an approved placement assessment or other instrument such as ACT or SAT or prior college credits. The placement assessment available on campus is an untimed assessment, available on a first-come, first-served basis and no appointment is necessary. However, applicants should allow for approximately two hours to complete the entire assessment, allowing time to finish the assessment by the Admissions Center closing time.

Who is required to take the Placement Assessment?

Spartanburg Community College employs the following multiple measures for determining a student's program and course placement upon acceptance to the College.

Placement Option 1 ACT Scores – taken within the last 5 years	• English (minimum score): 19 • Math (minimum score): 22
Placement Option 2 SAT Scores – taken within the last 5 years (note: the SAT Critical Reading scoring system was changed for tests taken in March 2016 or after)	For SAT tests taken before March 2016 • Critical Reading (minimum required score): 480 • Math (minimum required score): 560 For SAT tests taken during or after March 2016 • Critical Reading (minimum required score): 26 • Math (minimum required score): 580

Placement Option 3
 	
High School GPA & Coursework
 	
Standard High School Diploma earned within the last 5 academic years
	Standard High School Diploma – final, official transcript evaluated
	
	• 3.0 minimum, unweighted GPA (on a 4.0 scale)
	• 4 English courses (CP, AP/IB, dual enrollment)
	  ○ *80 (B) or higher in all English courses OR*
	  ○ *85 overall average in all English coursework*
	• 4 math courses including Algebra I, Algebra II, Geometry, and one additional math class (Algebra III, Pre-Calculus, Calculus, Statistics, Discrete math, other capstone math course)
	  ○ *80 (B) or higher in all math courses OR*
	  ○ *85 overall average in math coursework*

Placement Option 4 ACCUPLACER Scores – taken within the last five years (Other assessments including COMPASS and ASSET taken within the last five years may also be considered for evaluation) **Note:** There is no minimum entrance score required for math or English. However, based on a statewide agreement, there is a minimum reading score required. Students who do not meet this requirement will be advised as to next steps.	ACCUPLACER skills assessed: • Sentence Skills • Reading • Arithmetic • Elementary Algebra • College Level Mathematics ○ Taking the Elementary Algebra and/or College Level Mathematics portion of ACCUPLACER will be based on the academic program entry requirements as well as the score on the previous mathematics assessment portion (i.e. testing in Elementary Algebra will be based on a sufficient score in Arithmetic) Minimum scores for each program are determined by academic divisions and will be made available during the applicant's session with an admissions specialist
Placement Option 5	Combination of Options 1-4 above (i.e. English ACT score for English and Reading placement combined with ACCUPLACER Mathematics scores for Math/Algebra placement)

*Note: All of the above options place students in college-level math (MAT 110 or 120) and English (ENG 101) courses or the math/English courses required in the student's chosen curriculum.

Is there a fee charged to take the Placement Assessment?

There is no additional charge for the initial placement assessment for prospective students who have completed an SCC application for admission and paid the application fee.

Is an appointment required and how much time should I allow for the assessment?

There is no appointment required to take the assessment on the SCC central campus and the entire assessment may be completed in one sitting. Or, each skill area portion (Reading, English, Math) may be completed in an individual sitting; however, that skill portion must be completed in one sitting. The assessment is available on all other SCC campuses generally by appointment. Applicants are encouraged to plan for a minimum of two hours to complete the entire assessment; more time should be allotted by those applicants who feel they may require additional time.

What should I bring with me for the Placement Assessment?

Applicants must present a picture ID to take the assessment. Acceptable forms of identification include—a state issued ID or driver's license, a military ID, employment ID, or an official school ID (high school or college). An online calculator is provided within the assessment; a basic calculator is also available from an admissions specialist along with scratch paper as needed. All personal items, including phones, smart watches, etc, are not permitted in the assessment areas. Lockers are available to secure personal items while testing.

How can I prepare for the Placement Assessment?

The placement assessment measures skills in reading, writing and math and is used to determine an applicant's present strengths and needs in these three areas. The results will assist admissions and advising staff in determining course placement to ensure an opportunity for success in reaching your educational goals. Although no special preparation is necessary to complete the assessment applicants are encouraged to familiarize themselves with the assessment by reviewing sample questions at the following websites:

- www.grammarbook.com
- www.math.com
- www.algebra.com
- www.khanacademy.org

A free PDF brochure of sample questions and access to the official web-based study app are available online at https://accuplacer.collegeboard.org/student.

Is retesting allowed?

The assessment is not a pass/fail test but is an assessment of an applicant's current skills in reading, writing and math. Therefore, only one attempt is expected. However, in some circumstances an applicant may be recommended to completer a retest on one or more parts of the assessment. There is no additional charge for a second attempt. The applicant must meet with the Director of Admission and Advising Services, or designee, to determine if a retest is appropriate.

When will my assessment scores be available?

Placement assessment scores are available immediately following the completion of the assessment. Upon the completion of the assessment the applicant will receive further instructions from the Admissions Specialist concerning next steps in the admissions process. The interpretation of scores and the resulting course placement will be discussed when the applicant meets with their counselor/advisor.

What accommodations are provided for students with disabilities?

Applicants with a documented disability may be provided appropriate and reasonable accommodations. For more information, contact the Office of Student Disability Services at 864-592-4818, or 864-641-7425 (video phone), or disabilityservices@sccsc.edu, or visit the office located on the central campus in the P. Dan Hull Building, room E-4.

What should I do if I have more questions regarding the Placement Assessment?

Applicants with further questions regarding the placement assessment or other admission requirement should contact the Admissions Center at 864-592-4800 or visit the Admissions Center on one of the five Spartanburg Community College campuses.

Special Note Regarding Entrance Requirements and Criminal Background Checks

The information provided on the SCC application for admission will be used to develop an applicant file at Spartanburg Community College. General admission to SCC is based on minimal residency and academic preparatory requirements and does not require a criminal background check. However, some specific programs have more stringent entrance requirements that may include a criminal background check. Applicants are encouraged to review the website to explore the specific entrance requirements of the program of their choice.

Readmission Requirements

Students who are not enrolled at SCC for three consecutive semesters (including summer) and who wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current catalog for their program. These guidelines may affect the applicability of previously completed credit hours for the program and the total credit hours needed for program completion.

Students who have attended another institution during the interim must have an official transcript sent to the admissions center. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes. Under certain conditions a returning student may qualify for Fiscal Forgiveness if s/he meets all eligibility requirements. Students interested in pursuing Fiscal Forgiveness should contact the Records Office for more information.

Change in Program of Study

SCC students who want to enroll in a new program of study must complete a SCC Request for Program Change form indicating the new program of study. Request for Program Change forms are available in the admissions center or the advising center located on any SCC campus.

Residency

SCC is required to determine the residence classification of applicants at the time of admission for tuition and fee purposes. A resident student is one who has abandoned all prior residences and has been residing in South Carolina for at least 12 months immediately preceding the first day of classes of the semester for which resident status is sought. In addition to this requirement, legal residents of S.C. must also either be a U.S. citizen or have been awarded permanent resident status (documentation required) by the U.S. Department of Justice. All non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate except for those in certain approved non-immigrant visa classifications.

The initial determination of one's residency status is made at the time an application for admission is submitted. The determination at that time, and any determination made thereafter, prevails for each subsequent semester until the determination is challenged successfully by the student. The burden of proof resides with the student to show evidence as deemed necessary to establish residency status. Appeals and all supporting documentation must be received at least one week prior to the first day of class of the semester for which payment of in-state or in-county fees is requested. Inquiries about residency requirements and determinations should be directed to the Admissions Center. International students are not considered residents of the State until they gain permanent resident status from the Department of Homeland Security.

Students who have not resided in South Carolina or a service-area county of residence for at least 12 months prior to enrolling in classes will be required to pay out-of-state or out-of-country tuition. Persons in the following categories

may qualify to pay in-state fees without having to establish a permanent home in the State for 12 months. Persons who qualify under any of the following categories must meet the conditions of the specific category on or before the first day of classes of the semester for which payment of in-state fees is requested:

Residency for tuition/fee and state scholarship/grant purposes of US citizen students with undocumented parents (as approved by SC Commission on Higher Education on October 1, 2015).

In typical cases where a student is dependent on a parent or guardian, that student's residency is presumed to be that of the parent or guardian. However, where that student is also a United States citizen, the student should be informed of this presumption and that the student may rebut the presumption by presenting evidence to establish that the student is entitled to in-state residency status notwithstanding the undocumented status of his/her parent or guardian. Further, Spartanburg Community College will consider in-county residency status if the evidence supports it.

Information that may be obtained from the student to form the basis for the determination may include number of years the student has resided in the state of South Carolina (and County of Spartanburg, Cherokee, Union), official high school transcript from a South Carolina high school showing years of attendance, possession of valid South Carolina driver's license or identification card, possession of a valid SC vehicle registration if the student owns the vehicle, proof that the student filed SC tax returns for prior tax years, proof that the parent or guardian on whom the student is dependent filed SC tax returns for prior years, and other proof suck as evidence of employment in SC, a lease showing residency in SC (and County of Spartanburg, Cherokee, Union), utility bills, etc.

Military Personnel and their Dependents

Members of the United States Armed Forces (and their dependents) who are stationed in South Carolina on active duty may be considered eligible to pay in-state fees. Armed forces shall mean federal military personnel in the United States Air Force, Army, Marine Corps, Navy and Coast Guard. When such personnel are ordered away from the state, their dependents may continue to pay in-state fees for an additional 12 months. Such persons (and their dependents) may also be eligible to pay in-state fees for a period of 12 months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina, and they have resided in South Carolina for a period of at least 12 months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the 12 month physical presence requirement for them or their dependents to qualify to pay in-state fees. To establish South Carolina resident status, such persons must establish residence in accordance with the regulations.

Chapter 30 and Chapter 33 (Post 911) veterans under Section 702 of the Veterans Choice Act

a. Veterans covered under Chapters 30 and 33 receiving VA benefits are entitled to in-state tuition and fees without regard to length of time in SC; must have served at least 90 days or longer and enroll within three years of discharge from the military; are eligible if Chapter 33 and they transfer their benefits if they live in SC and must remain continuously enrolled while using their benefits.

b. Veterans covered under Act 11 do not have to establish permanent residency, but must be living in SC, may use a dormitory address, may be living in someone else's home and are not required to have a lease or other bills in their name. However, they must have a notarized statement identifying their resident address.

c. To receive in-state residency approval the veteran must present 1) certificate of eligibility, 2) DD 214 (indicating their discharge date) and 3) proof of physical address (notarized statement). Note: <u>all three of these items are required</u>.

Faculty and Administrative Employees and their Dependent Children and Spouses

Full-time faculty and administrative employees of South Carolina state-supported college and universities are eligible

to pay in-state fees. Dependents of such persons are also eligible.

Residents with Full-Time Employment and their Dependents

Persons who reside, are domiciled and are employed full-time in South Carolina and will continue to work full-time until they meet the 12-month requirement are eligible to pay in-state fees, provided that they have taken the steps to establish a permanent home in the state. The dependents of such persons are also eligible.

Residents of North Carolina or Georgia with Full-Time Employment in South Carolina

Residents of North Carolina or Georgia who are employed full-time in South Carolina are eligible to pay in-state fees.

Retired Persons

Retired persons and their dependents who are receiving a pension or annuity and who reside in South Carolina and have been domiciled in South Carolina as prescribed in the statute for less than a year may be eligible for in-state rates if they maintain residence and domicile in this state.

Persons on terminal leave and their dependents who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the state for less than one year, if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he or she retires.

Restricted Authorization for Offering Online Classes to out-of-state students

Please note—SCC adheres to the federal authorization requirements for offering postsecondary distance education/online programs and courses in multiple states. Due to the high fees charged by some states for out-of-state colleges offering online programs and courses, SCC is unable to accept students into distance education/online programs from the states listed below.

- Alabama
- Arkansas
- Delaware
- Indiana
- Iowa
- Michigan
- Minnesota
- Missouri
- Wisconsin

Special Admission Categories

Admission of Special Applicants Programs (ASAP)

Special Students

Applicants who are 18 years of age or older and wish to enroll in classes to improve their skills but do not wish to pursue a degree, diploma or certificate may enroll on a space available basis. ASAP students are not eligible for VA benefits or financial aid. ASAP students desiring to take technology courses may exempt skills assessment if approval is received from the department chair of the technology program in which the course belongs. ASAP applicants whose educational goal is to take a college transfer course for self-enrichment must complete the appropriate section of the skills assessment unless otherwise exempted. If the desired course has a prerequisite, the applicant must verify that the prerequisite has been met. If an ASAP student later decides to enroll in a curriculum

program, all regular admission requirements must be met.

Applicants whose educational goal is to transfer credit hours to another college or university should apply for regular admission to the College in the Associate of Arts or Associate of Science program.

Transient Students

Students enrolled at other colleges and who wish to take courses at SCC for the purpose of transferring the credit hours back to the home institution may do so by submitting a SCC Application for Admission. It is the responsibility of the student to determine if the courses at SCC will transfer to the home institution. Students are advised to submit a completed transient permission form from their home institution detailing the courses for which they have approval to take at SCC; if a transient permission form or a college transcript is not submitted, the applicant must complete the appropriate section of the admissions placement assessment or submit copies of ACT or SAT scores. Transient students are considered non-degree seeking students and thus are not eligible for VA benefits or financial aid at SCC. For detailed instructions on applying as a transient student visit https://www.sccsc.edu/transient-students.

Early Admission Programs

Early College Program

The Early College Program is a dual credit program that provides high school students who are 16 years of age or older an opportunity to enroll in SCC courses prior to graduation from high school. Courses offered include general education and technical career courses that may be applied toward many SCC programs of study. Dual credit courses are offered on the campuses of SCC and at participating high schools and career centers. Students receive credit on their high school transcript as well as on a SCC transcript. Completion of courses in the Early College program does not constitute the waiver of any regular admission requirements for later acceptance into a program of study at SCC. Permission from the student's parent or guardian as well as the high school or career center principal/director or designee is required to participate in the Early College program. The student is responsible for any tuition, fees, supplies and textbook costs associated with enrollment in dual credit courses. If the student subsequently enrolls at SCC after high school graduation, all courses attempted will count in the evaluation of satisfactory academic progress and may affect financial aid eligibility. It is the student's responsibility to determine transferability of individual courses to colleges other than those in the South Carolina Technical College System. The South Carolina illegal Immigration Reform Act (SC Code Ann.59-101-430 (Westlaw 2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. Students enrolling in dual credit courses must attest that they are a U.S. citizen, a legal permanent resident of the United States, or an alien lawfully present in the United States.

All students interested in applying for the Early College program must:

- Complete and submit the Early College Prospect and Application Form.
- Complete and submit the Early College Permission and Registration Form.
- Complete the ACCUPLACER placement assessment required for the course(s) considered for dual credit enrollment. ASSET, COMPASS, SAT or ACT scores that were earned within a maximum of five years and meet the minimum college requirement are accepted in lieu of the ACCUPLACER assessment.

Any exception for admission to the Early College program must be approved by the Associate Vice President of Enrollment Management and Retention.

Non-High School Graduates

Applicants who are at least 18 years of age but have not earned a high school diploma or high school equivalency (GED) may apply for admission to selected industrial technology certificate programs only. Provisional acceptance

into a certificate in welding; industrial electricity; or heating, ventilation, air conditioning and refrigeration technology will be contingent on approved placement or assessment scores and the referral of the student to a local adult education program. Acceptance and enrollment will be based on concurrent and continuing participation in an adult education program. A high school diploma or high school equivalency (GED) must be obtained before a student can apply for graduation from a program.

Financial Aid

Operating Principles

Financial aid programs exist to help students who would be otherwise unable to attend college. In addition to grants and loans, our programs reward students for academic achievements and provide wages for students performing essential college services. To participate in federal student financial aid programs, SCC is required by federal regulation to coordinate the delivery of all funds from all sources to students. Students who receive aid in addition to federal student financial aid are required to report the amount and source to the financial aid office.

When and How to Apply

To determine whether a student is eligible for a federal financial aid program, South Carolina Need Based Grant or Lottery Tuition Assistance, the student and his or her family must complete the *Free Application for Federal Student Aid (FAFSA)*. The address for FAFSA on the Web is www.fafsa.gov. The student and parent (if dependent) should apply for an FSA ID and password at fsaid.ed.gov prior to starting FAFSA on the Web so that the application can be signed electronically and tax information can be transferred from the IRS. SCC's Title IV school code is 003994.

The FAFSA must be completed once per year between October and May for the following school year. The school year consists of the fall semester (begins in August), the spring semester (begins in January) and the following summer semester (begins in May). **The priority deadline is May 1.**

How Does The Process Work

Complete and file your IRS tax return. Next, approximately two weeks after filing the IRS tax return, complete the FAFSA at www.fafsa.gov and include SCC's Title IV school code, 003994. Simplify the process by using the IRS Data Retrieval option when tax return data is requested. This saves you time and expedites the application process. After submitting the FAFSA, the student will receive a Student Aid Report (SAR), and SCC will receive an Institutional Student Information Record (ISIR) electronically.

If additional information is needed to complete a student's file, an email will be sent to the student's SCC email account. Items needed can be viewed through MySCC Portal in Student Self-Service under the Financial Aid tab. Submit the requested information as soon as possible and make sure all documents are complete and signed.

Once the student has been awarded, an email will be sent to his or her SCC email account. The student can view or print the financial aid award letter and all financial aid award letter inserts through MySCC Portal in Student Self-Service under the Financial Aid tab. The student is advised to read everything thoroughly.

Communication with Students

MySCC Portal provides online services to SCC students such as student email accounts, campus announcements, message boards, calendars and discussion groups. Through Student Self-Service in MySCC Portal, students may access personal records such as class schedules, grades, transcripts and financial aid information, and register for classes as well.

The majority of communications from financial aid will be sent to student SCC email accounts. Students must review their email and announcements regularly through MySCC Portal to ensure they have the latest information about their financial aid status.

Determination of Financial Need

SCC's financial aid programs assist students who have financial need as determined by the federal processor. One of the principles behind need-based aid is that students and their families should pay for educational expenses to the extent they are able. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College. The total cost of attendance (student budget) is an estimate of the total cost a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, personal and transportation expenses. Samples of student budgets for 2015-2016 follow.

Spartanburg County Resident	With Parent	All Others
Tuition/Fees	$4,192	$4,192
Books/Supplies	$1,272	$1,272
Room/Board	$4,079	$11,177
Personal	$1,066	$1,066
Transportation	$2,301	$2,301
Total	$12,909	$20,008

Cherokee County Resident	With Parent	All Others
Tuition/Fees	$4,192	$4,192
Books/Supplies	$1,272	$1,272
Room/Board	$4,079	$11,177
Personal	$1,066	$1,066
Transportation	$2,301	$2,301
Total	$12,909	$20,008

Union County Resident	With Parent	All Others
Tuition/Fees	$4,804	$4,804
Books/Supplies	$1,272	$1,272
Room/Board	$4.079	$11,177
Personal	$1,066	$1,066
Transportation	$2,301	$2,301
Total	$13,251	$20,650

Out-of-County Resident	With Parent	All Others
Tuition/Fees	$5,210	$5,210
Books/Supplies	$1,272	$1,272
Room/Board	$4,079	$11,177
Personal	$1,066	$1,066
Transportation	$2,301	$2,301

Out-of-County Resident	With Parent	All Others
Total	$13,927	$21,026

**Out-of-State Resident includes the same components as Out-of-County Resident with the exception of tuition/fees. Tuition/fees are subject to change.*

Student Eligibility Requirements

A student must meet the following eligibility requirements to receive federal assistance:

- Be enrolled or accepted for enrollment in an eligible program
- Be a regular student
- Be a high school graduate or have a GED
- Be a U.S. citizen or eligible non-citizen
- Not be a member of a religious community that directs the program of study or provides maintenance (except for unsubsidized Direct loans)
- Be registered with the Selective Service (males only)
- Not be in default on a federal student loan borrowed for attendance at any institution
- Not have borrowed in excess of federal loan limits
- Not owe a repayment on a federal grant or scholarship received for attendance at any institution
- Maintain satisfactory academic progress
- Not be enrolled concurrently in an elementary or secondary school
- Provide a valid social security number

Eligible Programs/Courses, Enrollment Status and Repeated Courses

A student must enroll in an eligible program to receive any type of federal aid. General Education Development (GED) and continuing education courses are not eligible courses. Audited classes will not be considered in determining a student's enrollment status. Students enrolled as a special or transient student in an Admission of Special Applicants Program (ASAP) are not eligible for financial aid or VA benefits. Enrollment status can only consist of those courses required for graduation or as a prerequisite for courses required in the program. The college's Student Information System will automatically identify classes not required within the student's program of study. For federal aid programs only, once a student has completed a course two times, that course cannot count in the enrollment status.

The amount in the original award notification is based on full-time enrollment. A student whose financial aid enrollment status is not full-time will have his or her award reduced based on the actual number of financial aid eligible credit hours enrolled. Remember that students who are not full-time do not pay as much for tuition and fees. A student's enrollment status is determined through the census date of each semester. Adjustments, including complete withdrawal of aid, are made based on the enrollment status through the census date. All the terms in a semester are combined to determine the enrollment status for that semester. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of enrollment in 9 to 11 credit hours. Half-time status consists of enrollment in 6 to 8 credit hours. Less than half-time status is enrollment in 1 to 5 credit hours. For federal aid purposes, all credit hours must be financial aid eligible credit hours. There may be a difference between actual credit

hours and financial aid eligible credit hours.

How A Student Receives Assistance

A student who applies in time and is eligible can use financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make purchases in the Book Inn. A student may request to "opt out" of purchasing books at the SCC Book Inn and may request an allowance to purchase books and supplies elsewhere by submitting to the business office a Request to Opt Out form by the first day of class for each semester the student wishes to use an allowance. Funds available after tuition, fees, books and/or supply expenses have been paid will be disbursed by the business office. Dates will be printed in the *SCC Student Planner & Handbook* and in the *SCC Enrollment & Registration Guide*. For convenience, quick access and safety, sign up for direct deposit. Go through MySCC Portal to WebAdvisor, select Student Financial Information then select Bank Information. All financial aid awards are considered estimated awards until aid transmits to student accounts in the SCC business office.

Students who receive a Federal Work Study award and obtain employment through this program are paid once a month.

Transferring

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA released to the new college.

Students transferring to Spartanburg Community College must request a duplicate Student Aid Report (SAR) if the results of the FAFSA have not been released to SCC. SCC's Title IV school code is 003994. It is the student's responsibility to notify the financial aid office of prior attendance at another post-secondary school.

Summer Aid

Financial aid for summer is available to those students who qualify and will be awarded separately from the fall and spring semesters. Students do not have to complete another FAFSA just for summer if they have already applied for the previous award year. If a student begins classes during a summer semester, he or she must complete the FAFSA for the current award year and complete the FAFSA for the next award year which begins with the fall semester.

Summer funding is limited and not all funds are available during the summer. Federal Pell Grant is only available if a student has not been enrolled full time during the previous fall and spring semesters. The S.C. Need Based Grant and the S.C. Teacher Loan are not available during the summer semester. The LIFE Scholarship maybe available during the summer semester. Lottery Tuition Assistance is not available if the student received a LIFE Scholarship during the previous fall or spring semester. (See Life Scholarship)

All financial aid awards for the summer 2018 semester can be viewed using Student Self-Service after April, 2018.

Satisfactory Academic Progress (SAP)

Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory academic progress toward a degree, diploma or certificate. The financial aid office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. The SAP status will be evaluated after each semester in which the student was enrolled. Students placed on financial aid warning or suspension will be notified by an email to their SCC email account.

Qualitative Standard (Completion Rate and Grade Point Average)

- The minimum completion rate requires students to earn at least 67% of the cumulative credit hours attempted.
- Courses with grades of F, W, and I are not considered completed courses.
- Students are also required to maintain a minimum program grade point average (GPA) of 2.0.
- Students are placed on financial aid warning if the completion rate is less than 67% or if the program GPA is less than 2.0. (See Warning)

Quantitative Standard (Length of Eligibility)

- Students may receive financial aid for 1.5 times the published length of the program of study.
- For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted (60 x 1.5 = 90).
- Transfer hours are added to the total hours attempted at SCC to assess the length of eligibility.
- Students may repeat a course, but repetitions will count toward the length of eligibility.
- Once the maximum number of hours is attempted, students are placed on financial aid suspension.
- To reestablish eligibility, students must have an approved appeal. (See Appeals)

Remedial Courses

- Remedial courses are defined as zero level and 100 level courses.
- Prerequisites not required for graduation in your program of study are considered a remedial course. For example MAT 101, 102,152, 153.
- A student may only attempt or count for enrollment status purposes up to 30 remedial hours.
- Remedial courses will not count for SAP purposes in the GPA or length of eligibility calculation.
- Remedial courses will count for SAP purposes in the completion rate calculation.

Warning

- The minimum credit hour completion rate and the GPA standard are assessed at the end of each semester. If students do not earn the minimum grade point average and/or complete the minimum number of credit hours required, they are placed on financial aid warning for the next semester attended.
- Financial aid eligibility continues during the warning period.
- During the warning period, students must complete 100% of the attempted hours and have at least a 2.0 term GPA. If students do not meet these stipulations, they will be placed on financial aid suspension. (See Suspension for Failing to Meet Warning or Probationary Stipulations below.)

- If students meet the warning stipulations, have a minimum 2.0 program GPA and have a completion rate of at least 67% of the cumulative hours attempted, they will be removed from financial aid warning and must continue to meet this policy.
- If students meet the warning stipulations and the program GPA is less than 2.0 or the completion rate is less than 67 percent of the cumulative hours attempted, they will be placed on financial aid probation. (See Probation below.)

Probation

- To remain eligible for aid during a probationary period, students must submit an appeal to include an academic plan.
- During the probationary period, students must take at least 6 credit hours, complete 100% of the attempted hours, have at least a 2.0 term GPA and continue to follow the academic plan. If students do not meet these stipulations, they will be placed on financial aid suspension. (See Suspension for Failing to Meet Warning or Probationary Stipulations below)
- If students meet the probationary stipulations, have a minimum 2.0 program GPA and have a completion rate of at least 67% of the cumulative hours attempted, they will be removed from financial aid probation and must continue to meet this policy.
- Suspension for Failing to Meet Warning or Probationary Stipulations
- To reestablish eligibility students must submit and have an approved appeal after completing a semester at SCC without financial assistance (excluding Lottery Tuition Assistance). During the semester attended without financial assistance, a student must take at least 6 credit hours, complete 100% of the attempted hours and have at least a 2.0 term GPA.
- Exceptions to this policy will only be allowed if the student encountered some type of extenuating circumstance during the warning or probationary period that hindered him or her from meeting the stipulations.
- Examples of acceptable extenuating circumstances include: prolonged hospitalization during the warning or probationary period, death in the family during the warning or probationary period or change in work hours that conflicted with the class schedule during the warning or probationary period. Because a student is aware prior to the warning or probationary period that he or she must meet the stipulations, extenuating circumstances do not include being a single parent or working full-time while attending school.
- Students are advised to solve their difficulties prior to registering for a warning or probationary period.

Appeals

- Appeals for suspension of financial aid are reviewed by the Financial Aid Appeals Review Committee.
- The appeals form may be obtained from the financial aid office or the website at www.sccsc.edu/FinancialAid. The number of appeals is not limited, but appeals are based on the existence of an extenuating circumstance. The same extenuating circumstance cannot be used in an additional appeal.
- If the Committee determines that justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility.
- Appeals for length of eligibility should include from the academic advisor a signed statement showing the remaining classes needed to complete the program of study and an anticipated completion date. This documentation should be submitted with the appeal.

- Appeals because stipulations were not met during a warning or probationary period must explain why the SAP policy is not being met and include an explanation of what has changed that will allow the SAP policy to be met.

Sources of Financial Aid

(Funding for programs is contingent on federal and state approval. These guidelines may not be inclusive of all eligibility criteria and are subject to change.)

Federal Pell Grant (PELL)

The Federal Pell Grant does not have to be repaid and is a program for students who have not previously earned a baccalaureate degree. Pell Grant is considered the foundation of federal financial aid to which aid from other federal and nonfederal sources might be added.

A student can only receive the Pell Grant for up to 12 full-time semesters. Students can track their remaining Pell Grant eligibility on NSLDS at www.nslds.ed.gov or on the Student Aid Report.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is a program from which students may obtain up to $4,000 each year depending on their financial need, the availability of FSEOG funds at SCC and the amount of other aid received.

Federal Work Study Program (FWS)

The Federal Work Study Program is a federal student aid program that provides part-time jobs for eligible students. Since positions are limited, students should apply early. Interested students must complete the Free Application for Federal Student Aid (FAFSA). Follow the instructions on our financial aid website under Types of Financial Aid – Work Study.

South Carolina Need-Based-Grant (SCNBG)

The South Carolina Need Based Grant program is designed to provide additional financial assistance to South Carolina's neediest students. The maximum award is $2,500 for a full-time student. The FAFSA is the only application required.

For **continued eligibility** for the next academic year, students enrolled full-time during the fall and spring semesters must earn a minimum of 24 credit hours during the academic year. Students enrolled part-time during the fall and spring semesters must earn a minimum of 12 credit hours during the academic year. Students enrolled in a combination of full-time and part-time during the fall and spring semesters must earn a minimum of 18 credit hours during the academic year. Students must also meet the financial aid office's satisfactory academic progress policy and maintain a minimum cumulative GPA of 2.0. Students must complete the Free Application for Federal Student Aid (FAFSA), their financial aid file and earn the required credit hours each year while SCNBG funds are still available.

Federal Direct Loans

The Federal Direct Loan is a low interest loan made by the U.S. Department of Education. To determine eligibility, a student must complete a FAFSA and the College's financial aid process, a Direct Student Loan Request form, a Master Promissory Note (MPN) and entrance loan counseling.

A **Subsidized** Direct Loan is awarded on the basis of financial need. No interest payments are required before repayment begins or during an authorized period of deferment. The federal government "subsidizes" the loan during these periods by paying the interest for the student.

An **Unsubsidized** Direct Loan is not awarded on the basis of financial need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If interest is allowed to accumulate, it will be capitalized which means the interest will be added to the principal amount. Then interest will be charged based on this higher amount. Capitalization will increase the amount that must be repaid. If the student chooses to pay the interest as it accumulates, loan payments will cost less.

A student must be enrolled in at least 6 credit hours each semester and be in an eligible program. Repayment begins six months after graduating or dropping below half-time enrollment. This six month period is referred to as a grace period.

The financial aid office will counsel students as to the types of loans for which they are eligible and as to the amount they may borrow. Before a loan is available, the student must complete an online entrance loan counseling session and sign a Master Promissory Note (MPN). Upon graduation or ceasing to be enrolled at least half-time, the student must complete an exit loan counseling session.

S.C. Teachers Loan Program (SCTL)

The S.C. Teacher Loan program was established by the State of South Carolina through the Education Improvement Act of 1984 to entice talented and qualified students into the teaching profession and is administered through S.C. Student Loan (SCSL). This loan is cancelled by teaching in South Carolina public schools in an area of critical need.

To receive a SCTL, a student must apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) and be considered for all types of aid, including grants and Lottery Tuition Assistance. Students must have a completed financial aid file and then complete the SCTL application process by the June 1 deadline. After this date, applications will be accepted if funding is available.

Eligibility requirements, application process, award amounts, forgiveness and repayment information is available in the financial aid office or online at www.sccsc.edu/FinancialAid. For additional information, a student may also visit S.C. Student Loan's website at www.scstudentloan.org.

Legislative Incentives for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina. **All students** must meet these eligibility requirements:

- Have graduated from a high school located in South Carolina, graduated from an approved home-school program as defined in the State Statute, Sections 59-65-40, 45, and 47, or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student, and
- Be a legal resident of South Carolina and a U.S. citizen or an eligible non-citizen, and
- Have no felony convictions, and
- Not been adjudicated delinquent, convicted or pled guilty or nolo contendere to any second or subsequent alcohol or drug related offense for one academic year, and
- Not owe a repayment to a federal or state grant or be in default on any state or federal student loan, and
- Enroll full-time (minimum of 12 non-remedial credit hours per semester) in a degree, diploma or certificate program.

In addition, a **first-time freshman** must:

- Have earned a minimum 3.0 high school cumulative grade point average on the SC Uniform Grading Scale, and
- Have a calculation date between the date of graduation and no later than June 15, and
- Submit the final, official high school transcript to the SCC admissions center.

A student may gain eligibility by:

- Earning a GED diploma if not a high school graduate, and
- Earning at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous (students who begin mid-year may receive the award no earlier than their fourth term of enrollment), and
- Earning a minimum cumulative collegiate GPA of 3.0, and
- Submitting to the SCC admissions center an official transcript from each post-secondary institution attended

A **transfer student** must:

- Earn at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous, and
- Earn a minimum cumulative collegiate GPA of 3.0, and
- Submit to the SCC admissions center an official transcript from each post-secondary institution attended, and
- Contact the LIFE Scholarship Coordinator in the SCC financial aid office to determine eligibility.

To have the scholarship **renewed** for a second academic year, a student must:

- Earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if eligibility began during a spring semester). Note: A student needs to take 12 non-remedial credit hours per semester to receive LIFE, but to renew LIFE the following year the student must earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if eligibility began during a spring semester). The student may need to take additional credit hours during the fall and spring semesters or enroll during the summer semester.
- Earn a minimum cumulative collegiate GPA of 3.0 (excluding grades for remedial courses and excluding grades for any non-remedial courses earned prior to the spring semester if eligibility began during a spring semester).
- Have terms of eligibility remaining. A student may receive the LIFE Scholarship for two semesters if enrolled in a one-year program or for four semesters if enrolled in a two-year program.

Why Do Students Who are Eligible for LIFE Sometimes Not Receive It?

- To be admitted to SCC, a student must take a skills assessment. Depending on the scores, the student may need to take refresher courses in math, reading or English. These refresher courses are also referred to as “remedial” or “transitional” courses.
- A student cannot use a LIFE Scholarship until he or she is enrolled in at least 12 non-remedial credit hours during a semester. Remedial courses are not covered by LIFE.
- If the student needs to take remedial courses, then the LIFE Scholarship can be deferred for up to one year.
- Zero and 100 level are considered remedial courses. (MAT 031 and RDG 100 are examples.)

- If the student needs remediation, he or she should discuss all possibilities with the academic advisor. But, the financial aid office does not recommend taking 12 non-remedial credit hours while enrolled in remedial classes. The student may negatively affect his or her ability to renew the LIFE Scholarship.

What are Some Other Things That Students Need to Know about the LIFE Scholarship?

- A student enrolled in an Associate Degree program and who have an earned minimum of 30 (non-remedial) credit hours and a 3.0 GPA by the end of the spring semester may elect to use one of their remaining two terms of LIFE eligibility for summer. Please note that students are required to be enrolled in at least 12 credit hours during the summer semester to receive LIFE funding. (CHE Proviso 3.5)
- A student cannot receive LIFE and Lottery Tuition Assistance. If the student received LIFE during a fall or spring semester, he or she cannot receive Lottery Tuition Assistance during the following summer semester.
- If eligible, the student must sign a certification form each year.

What if I Graduate Early from High School?

- Students who complete all requirements for high school graduation prior to the official graduation date in May or June may be eligible to receive the LIFE Scholarship for the spring term if they meet all initial and general eligibility criteria.
- The following must be submitted to SCC by the last day of the spring term: Submit to the SCC Admissions Center:

  1. An official high school transcript in a sealed envelope. The transcript must include all grades through January and a cumulative GPA based on the S.C. Uniform Grading Policy, and
  2. A letter from your high school principal on the school's letterhead indicating you have completed all requirements for high school graduation.

  Submit to the SCC Financial Aid Office:

  1. The SCC LIFE Scholarship Application for Early High School Graduates.

Questions about eligibility should be addressed to the LIFE Scholarship Coordinator in the SCC financial aid office.

Lottery Tuition Assistance Program (LTAP)

The Lottery Tuition Assistance Program is funded by the State of South Carolina. To be eligible to be awarded LTAP, students must complete a Free Application for Federal Student Aid (FAFSA) and the College's financial aid process; qualify for in-state tuition; be a U.S. citizen or an eligible non-citizen; be enrolled or accepted for enrollment in a degree, diploma, or certificate program; not owe a repayment to a federal or state grant program; and not be in default on a federal student loan. The amount a student is awarded is based on the number of hours in which he or she enrolls. Students must be enrolled in at least 6 credit hours per semester and continue to meet all the eligibility criteria outlined above to remain eligible for the award. If a student has attempted 24 credit hours, he or she must have earned a minimum cumulative GPA of 2.0 prior to the fall semester of an academic year. A student cannot receive LTAP for more than one certificate, diploma or degree earned within any five year period unless the additional certificate, diploma or degree constitutes progress in the same field of study.

The amount students can use toward tuition and fee charges is based on the amount of these charges remaining on the account *after* Federal Pell Grant, FSEOG, NGCAP or S.C. Need Based Grant has transmitted to their account. If a student receives the LIFE Scholarship or a tuition waiver, he or she will not receive the LTAP award. If a student's tuition and fees are paid by VA, he or she will not receive the LTAP award. The LTAP award will be credited to the account before any SCC scholarship, outside scholarship, Federal Direct Loan or SCTL so that students can use

these award(s) for books or receive a cash disbursement. Lottery Tuition Assistance cannot be used for books or supplies or be disbursed to the student by check.

South Carolina National Guard College Assistance Program (NGCAP)

This program was established to provide financial assistance to members of the South Carolina Army and Air National Guard. NGCAP covers the cost of attendance as defined by federal regulations up to a maximum amount each award year. The maximum amount will be determined annually by the S.C. Commission on Higher Education (CHE). Students who have earned a bachelor's or graduate degree are not eligible.

To qualify, the student must be in good standing with the active National Guard at the beginning of each academic year and remain a member in good standing throughout the entire academic year, maintain satisfactory academic progress, be a U.S. citizen or a legal permanent resident and satisfy additional eligibility requirements as may be promulgated by CHE. The S.C. National Guard is responsible for providing a list of all eligible Guard members to CHE which will in turn notify the College. To be awarded, the student must be on the list from CHE.

Scholarships

All academic scholarships are administered through the SCC Foundation and the financial aid office. Selection of recipients is made by the Spartanburg Community College Scholarship Committee (except in the case where an established set of guidelines provides for a special selection committee). Students may obtain a scholarship application from the financial aid office or from the College's website. More information about scholarships can be found in the financial aid brochure (available in the financial aid office or online), on the SCC Portal, or on the financial aid office's website at: www.sccsc.edu/FinancialAid.

Other Assistance

Technical/Health Scholars

Students applying for these sponsorships must meet the following requirements:

- be fully accepted into an appropriate business, industrial or engineering technology or health and human services associate degree program,
- meet scholars application criteria,
- agree to comply with all sponsoring employer's requirements and successfully complete the sponsoring employer's interview process and other required screenings.

These sponsorships cover all college tuition, fees, textbooks and required supplies and provide paid, part-time jobs for selected students. Sponsoring employers make the final decision on sponsorship recipients based upon employer needs and the student's qualifications. Students interested in Technical / Health Scholars should contact the SCC career services office.

S.C. Vocational Rehabilitation

South Carolina residents with vocational disabilities may qualify for assistance from the South Carolina Department of Vocational Rehabilitation. In Spartanburg call (864)585-3693.

Free Tuition for Children of Certain War Veterans

A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any County Veterans Affairs Office or from the Governor's Office, Division of Veteran Affairs, 1205 Pendleton Street, Columbia, S.C. 29201. Call (803) 255-4317 or (803) 255-4256.

Veterans Assistance

Spartanburg Community College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal Regulations, for the following VA educational benefits: New G.I. Bill - Active Duty Educational Assistance Program (Chapter 30), New G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31), and the Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33).

The U.S. Department of Veteran Affairs is the only agency that can determine eligibility for and award this benefit. To determine eligibility, call the VA Regional Office at 1-888-442-4551. Then, contact SCC's office to obtain the appropriate forms for certification.

Academic Requirements

Academic progress will be measured at the end of each term in which the VA student was enrolled. Failure by a VA student to maintain a program GPA of at least 2.0 will result in the VA student being placed on academic probation for the next term of enrollment.

A VA student with a term GPA less than 2.0 after the academic probation term will be placed on academic suspension. A VA student with a term GPA of 2.0 or higher after the academic probation term but with a program GPA less than 2.0 will remain on academic probation. A VA student with a term GPA of 2.0 or higher after academic probation and with a program GPA of 2.0 or higher will be removed from academic probation and returned to good standing.

A VA student who appeals and is removed from academic suspension and allowed to register is placed on academic probation. Documentation that the student has a reasonable likelihood to maintain satisfactory attendance, progress and conduct in the future must be submitted to the SCC veterans' affairs counselors. The SCC veterans' affairs counselors must submit a statement with the recertification of enrollment that describes the conditions for the student's continued certification to VA. A VA student removed from academic suspension and placed back on academic probation is subject to academic suspension again if he or she fails to earn at least a 2.0 term GPA during the next period of enrollment.

Address Changes

VA students must notify the veterans' affairs office of any address change by completing the address change form.

Advanced Payment Request

VA students should be prepared to pay tuition, fee, book and supply expenses when due; however, they may request advanced payment of the first VA benefit check. To qualify for advanced payment, the VA student must have been out of school for at least a full calendar month, completed the admissions process at SCC and completed a VA advanced payment application at least 45 days prior to the first day of class. The Department of Veterans Affairs mails the check to the College for disbursement at registration. VA students must complete the registration process, including fee payment, before receiving the advanced payment check.

Class Attendance

VA students must adhere to the attendance policy established by the College. VA students who accrue more than the allowable number of absences will have VA benefits terminated.

Drops and Withdrawals

VA students must report course drops or a term withdrawal to the SCC veterans' affairs office. To ensure timely notification to VA, reports will be run monthly to identify VA students who have dropped courses or withdrawn from

the term. At the end of each semester, VA students who receive a grade of "F" and did not complete the semester will have their last date of attendance reported to VA and may have to return funds due to period of nonattendance.

Eligible Courses

VA students may receive benefits only for those courses that are required for graduation or are a prerequisite for courses required in the program of study. When additional courses beyond those courses required for graduation are needed to overcome a grade point deficiency, the additional courses may be approved with required documentation outlined in VA regulations.

Internet/Online, Hybrid and Video Courses

SCC offers a variety of course delivery methods within a certificate, diploma or degree program of study. Non-traditional course delivery methods are listed in the semester course schedule and on the College's web site (www.sccsc.edu). SCC expects students to participate in all instructional activities since these courses are comparable to resident (traditional classroom) courses. SCC requires that each course offered in one of these non-traditional formats meets prescribed academic standards.

Each course delivery method must include

- a provision for an assigned instructor;
- a provision for instructor-student interaction on at least a weekly basis and a stipulation that this interaction is a regular part of the course/program;
- a statement that appropriate assignments are required for completion of the course;
- a grading system similar to the system used for resident (traditional classroom) courses;
- a schedule of time required for the course that demonstrates that the student will spend at least as much time in preparation and training as is normally required for resident (traditional classroom) courses.

Nonpunitive Grades/Mitigating Circumstances

Regulations prohibit payment of VA benefits for a course from which the student withdraws. Unless the student submits to VA documentation of mitigating circumstances, the student must repay to VA all the money paid to him or her for the pursuit of that course from the start of the term – not just from the date he or she dropped the course.

Prior Credit

VA students who have attended another college must submit all collegiate transcripts to the SCC admissions center for evaluation even if transfer credit is not requested.

Program Changes

VA students who change programs must complete a change of program form in the SCC veterans' affairs office. Credit hours earned that fulfill requirements in the new program must be transferred as required by regulations.

Remedial Courses/Transitional Studies

Certification for enrollment in remedial courses (zero level and 100 level courses) will be limited to a maximum of 30 credit hours. Exception will be granted only to a student who meets the academic requirements of this procedure and has the approval of the vice president of student affairs or his or her designee.

VA will not pay benefits for enrollment in a remedial class taken online.

Repeated Courses

There is no limit on the number of times a course may be repeated (unless specified in the course syllabi or program handbook that the course may not be repeated) or which a failing grade (or a grade which does not meet the minimum requirements for graduation) was received as long as the grade assigned to the repeated course at the end of the term is punitive.

Tutorial Assistance for Veterans

VA students may receive monetary assistance from the VA to pay for a tutor if one is required.

Services for Students

Advising Center

Services offered at SCC's Advising Center, located on the central campus in the P. Dan Hull Building, room E-1, include:

- Academic advising for all students enrolled in zero-level (031, 032) transitional studies courses and all **health science students** until completion of all transitional courses including 100-level courses (RDG 100, ENG 100, BIO 100 and CHM 100) and **new (first semester) curriculum-ready students**;
- Guidance along academic and career paths commensurate with students' abilities, interests and values;
- Help with determining short-term and long-term educational and career goals;
- Career exploration information and information about the College's programs;
- Assistance with course selection, scheduling and using Self Service on the Portal;
- Information about the College's academic policies and procedures;
- Orientation to college life to help students receive the maximum benefit from their college experience; and

AIM Center

The AIM Center receives federal funding through the Carl D. Perkins Career and Technology Improvement Act 2006 (Perkins IV) to provide career counseling and financial assistance for books, city bus tickets, and childcare services to economically disadvantaged men and women enrolled in career and technical education credit programs. The AIM Center serves special populations including single parents, displaced homemakers, individuals with limited English proficiency, individuals with disabilities, students who are economically disadvantaged and students enrolled in non-traditional technology programs.

Alerts - Campus Closings and Emergency Notifications

Important information in the event of an emergency or unexpected event (such as campus closings and delays) is posted on the SCC website as soon as possible. Alerts appear on the home page, and details are available at www.sccsc.edu/alert, and by phone at (864) 592-4325. Text message alerts to mobile phones are available by signing up to follow SCC911 via Twitter at www.twitter.com/SCC911 (instructions are on the SCC website). SCC administration manages this information.

Bookstores

The Book Inn, the SCC bookstore, is located in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 9:00 a.m. - 6:00 p.m. and Friday from 9:00 a.m. - 1:00 p.m. The Book Inn's telephone number is (864) 592-4650. The purpose of the bookstore is to provide the required texts materials and supplies to support the academic programs of the College. The College bookstore offers textbooks, school supplies, electronics, and culinary and health science uniforms, as well as college logo sportswear, bookbags and gift items. For textbook prices and lists of term offerings, refund policies, registration operating hours, and to order on-line, visit the Book Inn website at www.sccsc.edu/bookstore.

The bookstore can special order textbooks (such as supplemental texts) for students. Orders must be paid in advance. The Book Inn also offers a used book program to provide students with used textbooks whenever possible. Also, during end-of-semester exam days and the beginning of each semester, an independent representative is

available to purchase textbooks from the students providing up to fifty percent of new textbook value for qualified textbooks that are purchased for the bookstore.

Book Inn Refund Policy - Full refunds will be made within 10 days after purchase, provided books are in as-purchased condition and are accompanied by the cash register receipt. During pre-registration, this refund period is extended. *Absolutely no refunds will be made without a cash register receipt.* Defective non-electronic merchandise may be returned for a full refund or exchange if the request is made within 15 days from date of purchase. Defective laptops and tablets must be accompanied with a case number from the manufacturer before being considered for an exchange. Electronic items returned for exchange or refund must be accompanied by the original sales receipt, the carton, warranty and instruction papers.

SCC Tyger River Campus Bookstore -

There is also a bookstore at SCC Tyger River Campus that offers all texts for classes held at this campus, along with a variety of supplies and SCC logo items. Normal operating hours are Monday through Thursday from 8:00 a.m. until 5:00 p.m. and Friday from 8:00 a.m. until 1:30 p.m., and the phone number is (864) 592-6230.

Campus Safety and Security / Student-Right-To-Know

The campus police chief, certified in law enforcement, first aid, and CPR, coordinates campus police and security and monitors the handling/disposal of hazardous materials. The College's contracted security force provides 24-hour-per-day security. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of campus police at extension 4911.

The Student-Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the SCC website (www.sccsc.edu/security/).

Career Services

The career services office provides a comprehensive program to support the student's vocational choice and success in transitioning into the world of work. Services include providing information about local workforce needs; linking the College's academic and career programs to business and industry needs; disseminating information about full-time, part-time, temporary and summer employment opportunities via an electronic job board; and providing support for job-readiness skills and resume preparation.

Counseling Services

Counseling Services is a support service available to currently enrolled students at Spartanburg Community College who may be facing personal challenges.

- Providing confidential and accessible services to students at the convenience of their school schedule.
- Assisting students in managing their specific needs and challenges.
- Providing access to or connecting students with college and community resources that may further assist students.

For more information, call (864) 592-4943, email counseling@sccsc.edu, or access the website at www.sccsc.edu/counseling

Early Registration

Registration dates are published on the SCC website (www.sccsc.edu) and in SCC publications. Students are

encouraged to meet with academic advisors to discuss career goals and academic progress and to schedule classes. Questions about registration dates should be directed to the SCC student records office located in the Student Services Building, via email at Records@sccsc.edu or by calling (864) 592-4681.

Evening Services

The College offers a number of academic programs as well as a variety of occupational, professional and community interest courses during evening hours. Evening classes are generally scheduled between the hours of 4:30-10:15 p.m., Monday through Thursday (hours may vary during the summer term). Most of the support services provided by the College are available to evening students. Academic programs available in the evening are indicated in the program descriptions of this catalog. An evening services coordinator is available to assist SCC faculty, staff and students from approximately 5-10 p.m. Monday-Thursday.

- The central campus coordinator is located in an office in the Library Building, LIB116, and can be reached via phone at (864) 592-4830.
- The evening service coordinator for the SCC Cherokee County Campus can be reached via phone at (864) 206-2808 or by dialing extension 2808 when on that campus.
- The evening services coordinator for the SCC Tyger River Campus can be reached via phone at (864) 592-6266 or in the Information Commons TRB 120 of the Tyger River Building.
- The evening security personnel for the Union County Campus can be reached via phone at (864) 466-1060 for on–site assistance when the building is open. Administrative and informational services can be accessed by contacting the central campus coordinator via phone at (864) 592-4830.
- The evening security personnel for the Evans Campus can be reached at (864) 592-4050. Administrative and informational services can be accessed by contacting the central campus evening coordinator via phone at (864) 592-4830.

Health Services

The College does not provide comprehensive health services. In emergency situations, responding campus security may provide first aid until local emergency first responders arrive on site. Contact campus security at (864) 592-4911 or ext. 4911 if using a College campus phone for assistance as needed.

Housing Information

The College does not provide living accommodations for students.

Identification Cards

Students are required to have a current student identification card and are required to present the card to any campus official, including campus police officers, upon request. Identification cards are available to currently enrolled students and are available in the admissions center at no cost to the student. Students must present a course schedule for the current term to receive an identification card.

Insurance

The College carries an accident insurance policy that covers students while on campus, traveling directly and uninterruptedly between home and scheduled classes, and while participating in activities sponsored and supervised by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes $5,000–medical expenses; $1,500–accidental death; $1,500–dismemberment. Injuries should be reported to the campus police office within 48 hours of the accident. Insurance claim forms are available in the office of the Vice President of Business Affairs. The premium for student insurance coverage is included in tuition and fees for all registered students.

Library

The SCC Library helps students reach their academic, personal, and professional goals by providing access to high-quality, relevant information resources and by providing an information literacy program that teaches students how to find, evaluate, and use information. The Library's resources include access to books, eBooks, journals, magazines, research databases, videos, and more. In addition, the Library provides assistance with research assignments, formatting, citations, and computers usage. Assistance is available in-person at any of our locations, by phone, or via our Ask-A-Librarian email service.

The Library's four locations are:

- Central Campus, first floor of the Library Learning Resource Center
- Cherokee County Campus, first floor of the Peeler Academic Building
- Downtown Campus, second floor of the Evans Academic Center
- Tyger River Campus, bottom floor of the Tyger River Building

Each campus features reading/work space, study rooms, computers, scanners, AV equipment, photocopier, and print collection, as well as access to a large electronic collection of databases and eBooks (SCC log in required). Print materials at each campus are geared towards each campus' needs; however, materials may be requested for next-day transfer between library locations. Materials that the SCC library does not own may be borrowed from partner libraries across the state and the country, via our various consortium memberships.

For further information regarding the Library's services or resources, including operating hours, please visit the Library's website at library.sccsc.edu; email askalibrarian@sccsc.edu; or call (864) 592-4764 or 1-866-542-2779.

New Student Orientation

SCC's New Student Orientation, NSO, is a valuable tool that introduces students to the variety of programs, support services, resources and campus locations available at the College! SCC's NSO is delivered online and available to all new and re-enrolling students via their MySCC Portal account. Accessing the online New Student Orientation is easy! Students should visit the SCC website at www.sccsc.edu, click on MySCC Portal and log in using their student user name and password. Under Campus Applications click on Online New Student Orientation (NSO). For more information or assistance, contact the NSO office at 864-592-4125.

Parking

Students must register their vehicles and display a current parking permit as directed. Permits are available at no cost to students and are valid for two academic years.

Records and Transcripts

All inquiries about grades, transcripts and records should be directed to the student records office located in room 156 of the Dan L. Terhune Student Services Building, via email at Records@sccsc.edu, or by calling 864-592-4681.

Release of Student Information

General

Spartanburg Community College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U.S. Patriot Act of 2001 also apply to the release of student records. Further information about access to student records is available in the Student Planner & Handbook.

Release of Student Records

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. SCC has authorized Parchment Exchange to provide students and alumni with transcript ordering services via the internet. It is a secure and convenient way for students and alumni to submit requests 24 hours a day, 7 days a week from any location. The College does not forward transcripts received from high schools and other colleges, or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to the student records maintained in the Student Records Office, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the records office. Acceptable proof is the parents' most recent federal tax return.

Directory Information

The following directory information may be made available to the public by the College unless students notify the records office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major Field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned
5. Photographs

Transcripts and information not specified under "directory information" is released only with written permission of the student. The Family Educational Rights and Privacy Act, FERPA, protects the re-disclosure of personal information from a student’s education records.

Student Recruiting Information

The Omnibus Consolidated Appropriations Act 1997, which includes the Solomon Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

-Name
-Address
-Telephone listing
-Date and place of birth
-Level of education
-Academic major
-Degrees received
-The educational institution in which the student most recently was enrolled

If a student desires that the above information not be released, he or she should request a non-disclosure form in the records office within the first five days of the term.

U.S. Patriot Act of 2001

The U.S. Patriot Act of 2001 permits educational institutions/agencies to disclose "personally identifiable" information without the student or parent consent. It is not necessary to keep a record of the disclosure or to notify the student or parent of the disclosure.

This recent amendment to Family Educational Rights and Privacy Act (FERPA) permits educational agencies and institutions to disclose –without the consent or knowledge of the student or parent– personally identifiable information from the student's educational records to the Attorney General of the United States or his or her designee.

SCCOnline

SCC*Online*, the College's online distance learning program, offers a variety of online courses (over 100 sections each semester) to students, as well as complete associate degree options in the Associate in Arts, Associate in Science, Management, Management with Fire Service Electives, Management with Marketing Electives and a certificate option in Accounting Specialist.

Online courses allow students to take classes at home or on the go, while balancing work, family, or military obligations. Hybrid courses combine some on-campus instruction with online learning. Courses offered by SCC*Online* cover the same material as traditional courses taught in the classroom. Proctored exams are taken at the SCC Testing Center or other approved location for students outside the local area. Online students have access to all student services, including tutoring through the Rita Allison TLC, Career Services, online book ordering at the Book Inn, and online books and research services through the library.

Some students choose to pursue an entire degree online, while others choose to take both online and on-campus courses to reach their educational goals. SCC*Online* courses are included in the college course schedule, and the registration process is the same as programs and courses offered on-campus.

Restricted Authorization for Offering Online Classes to out-of-state students - Please note—SCC adheres to the federal authorization requirements for offering postsecondary distance education/online programs and courses in multiple states. Due to the high fees charged by some states for out-of-state colleges offering online programs and courses, SCC is unable to accept students into distance education/online programs from the states listed below.

- Alabama
- Arkansas
- Delaware
- Indiana
- Iowa
- Michigan
- Minnesota
- Missouri
- Wisconsin

For more information, visit the SCC*Online* web site at www.sccsc.edu/online or contact the SCC*Online* office at (864)592-4961, toll free 1-888-364-9080, or send e-mail to scconline@sccsc.edu.

SCC Student Ambassadors and Student Veteran Ambassadors

SCC Student Ambassadors and Student Veteran Ambassadors are currently enrolled students selected to represent and promote the College on campus and in the community throughout the academic year. Students are selected based on their academic standing, service, commitment and desire to be actively involved in promoting SCC. Those

interested in applying for either of these positions must complete an online application, have faculty or advisor referrals, maintain a minimum cumulative 2.5 GPA at SCC and participate in an interview. Being an SCC Student Ambassador or Student Veteran Ambassador is a paid, part-time position. For more information, contact the Recruiting Office at (864) 592-4122 or visit the SCC website at www.sccsc.edu/recruit.

Services to Students with Disabilities

Student Disability Services Center

This office serves as an advocate for students with disabilities who self-identify and provide supporting documentation when required, ensuring that they have equal access to all College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids and services (such as note-takers, testing accommodations and ASL interpreters) are encouraged to inform an admissions specialist or contact the coordinator of student disability services prior to the beginning of the term for which they are requesting accommodations or services. Students are encouraged to register early so any approved accommodation plan can be developed in a timely manner. For more information, contact Joshua Holmes, coordinator of student disability services at (864) 592-4818, (864) 641-7425 (video phone), or email disabilityservices@sccsc.edu or visit the office located on the central campus in the P. Dan Hull Building in room E-4.

Student Activities

The College considers student engagement in out-of-class programs and activities to be a vital part of the educational process and sponsors many extracurricular activities during the academic year. Students are encouraged to participate in the many programs provided that have a purpose of serving the College and surrounding communities, sharing personal and professional interests, participating in self-directed social activities, developing leadership and professional skills, and interacting with those from different cultural backgrounds.

Student Affairs

The Student Affairs Division at Spartanburg Community College provides program services to help students achieve personal and professional objectives. Services include the following:

1. Student Affairs provides pre-employment and career counseling services to assist students with their career choices and preparation for the world of work.
2. Student Affairs assists students in gaining access to the college by identifying and providing information about federal, state and local fiscal resources available to help meet their school related financial needs.
3. Student Affairs ensures due process to all students regarding disciplinary matters and student grievances
4. Student Affairs through TRIO offers personal counseling, career counseling, and academic assistance through individual and group counseling workshops to promote student attainment of career objectives and increase retention to eligible participants.
5. Student Affairs provides limited student intervention, counseling and referral services for students experiencing life challenges.

Student Copiers

Spartanburg Community College has seven student coin-operated copying machines for student, faculty and staff use. Cost is ten cents (.10) per page for b/w. The copiers in the libraries at Central Campus and Downtown also make color copies for twenty cents (.20) per page. The machines are located in the following areas:

SCC Central Campus

- Library in the Library Learning Resources Center
- P. Dan Hull Building outside The Learning Center
- Jack A. Powers Building canteen
- Squires Internet Cafe in the Health Sciences Building

SCC Cherokee County Campus

- Cherokee Campus Library

SCC Tyger River Campus

- Tyger River Building – Library

SCC Downtown Campus

- Evans Building - Library

Copier Refunds for Students

Refunds for student copiers are provided in the Spartanburg Community College libraries.

Student Due Process

Student grievance procedures, procedures related to student due process, and the student code are printed in the *SCC Student Planner & Handbook.*

TRIO Student Support Services (TRIO SSS)

TRIO Student Support Services (TRIO SSS) is a federally funded program that is designed to help students stay in school, graduate with college degrees and continue their education by transferring to four-year colleges and universities. This program falls under the SCC's Student Affairs Division.

To help students succeed academically, TRIO SSS and activities focus on students' individual learning needs. TRIO SSS not only help students succeed at the associate degree level, but also offers a variety of transfer-related services to encourage students to further their education by transferring to four-year colleges and universities.

The goals of TRIO SSS are to help students stay in school, graduate with college degrees, and continue their education by transferring to four-year colleges and universities. TRIO SSS offers many academic-related services such as tutoring, assistance with study skills, college transfer planning, advising, campus visits to four-year colleges and universities, personal counseling, peer mentoring, assistance with career development needs, financial/economic literacy information, cultural enrichment activities and leadership development.

TRIO SSS has limited enrollment and students must meet certain eligibility criteria to become participants.

To be eligible for TRIO SSS students **must:**

- Be enrolled in at least 6 credit hours in an associate degree program at SCC
- Be a U.S. citizen or eligible for federal student financial aid

- Be working on his or her first college degree AND
- Meet at least one of the following eligibility requirements:
    - Be a first generation college student (neither parent has a four-year college degree or the custodial parent in a single-parent family does not have a four-year college degree) OR
    - Currently reside in an economically disadvantaged household (TRIO SSS will help you determine if you meet this criteria) OR
    - Have a documented disability verified by a licensed or certified professional (physician, LPC, LCSW, etc.).

Additional eligibility criteria may also apply. TRIO SSS staff is available to answer any questions an individual may have regarding his or her eligibility for the program.

Students must complete an application to be considered for participation in the TRIO Student Support Services Program. Applications may be obtained from the TRIO Student Support Services (SSS) office (P. Dan Hull Building – E-44 of the East Building on the central campus) or download from our website, at https://www.scc.sc.edu/trio-sss/. Also completed applications can be mailed to Spartanburg Community College TRIO Student Support Services, P.O. Box 4386, Spartanburg, SC 29305.

Once an application is submitted, TRIO Student Support Services staff will contact you to discuss your eligibility and the remaining steps in the application process.

Students may also contact the TRIO Student Support Services (SSS) Program by phone at (864) 592-4780 or by email at trio-sss@sccsc.edu.

Testing Center

The SCC Testing Center provides faculty and students a convenient, secure, and low-distraction environment conducive to a positive testing experience. Located in the P. Dan Hull Building (room E-3) on the central campus, the testing center offers a range of assessment services including make-up testing and proctored online testing for students at SCC as well as those from other colleges nationally. Instructors/students in need of further information should visit the website at https://www.sccsc.edu/testingcenter/. Hours of operation for the central campus are posted in the testing center each semester and on the website. Comparable testing services are also available for SCC students at the SCC Cherokee County Campus (call 864-206-2713), SCC Downtown Campus (call 864-592-4076), SCC Tyger River Campus (call 864-592-6190) and SCC Union County Campus (call 864-466-1060) all by appointment.

The Rita Allison Learning Center (TLC)

Located in the P. Dan Hull Building in rooms E-2, E-5 and E-6 on the central campus, The Rita Allison Learning Center (TLC) at SCC combines several student support functions in a convenient, centralized location. TLC offers students free academic support via one-on-one and group tutorials in many academic subjects as well as computer technology tutoring. No appointment is necessary; walk-ins are assisted on a first-come basis. TLC provides academic tutoring in mathematics, English, accounting, American Sign Language, Spanish, Computer applications and the sciences. TLC also provides 74 computers for academic use, equipped with Microsoft Office software, course-specific software, and high-speed Internet connections with access to library databases. "Ask-A-Tutor" via the College website at www.sccsc.edu allow online students to submit papers or questions to tutors. Tutoring services are also available at the other SCC campuses. Please check the website for the available hours at each location.

Instructors are urged to schedule a class visit for orientation to the TLC early in the semester to encourage students to use TLC services often. To schedule a class orientation, please call (864) 592-4715.

Vending

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, pastries and coffee. Vending refunds are available on the central campus in the Book Inn (the campus bookstore) located on the ground floor of the Dan L. Terhune Building. Refunds are available on the SCC Cherokee County Campus in room 125 of the Harvey S. Peeler, Jr. Academic Building. Refunds on the SCC Tyger River Campus are available during the day in room 206 in the Tyger River Building and room 114 in the BMW Center; during the evening in the lobby of the Tyger River Building. Refunds on the Downtown Campus are available in room 144E in the Evans Academic Center. Refunds on the SCC Union County Campus are available in room 113 in the Union County Campus.

Lunch service, provided by Chick-Fil-a, is available in the Jack A. Powers Building student canteen, on the SCC Central Campus, Monday – Thursday, from 9:15am – 1:15pm. A selection of hot sandwiches, salads, fresh fruit and cookies are available for purchase.

College Costs

Tuition

Full-time & Part-time Students:
Spartanburg and Cherokee County Residents ..... $181 per credit hour
Union County Residents..... $207 per credit hour
Out-of-County Residents ..... $225 per credit hour
Out-of-State Residents ..... $369 per credit hour
Out-of-Country or International Residents ..... $369 per credit hour

Fees
Enrollment Fee (non-refundable unless the
student totally withdraws during the 100% refund period)…….$50 per semester
(See "Fees and Expenses" below for other fees.)

Tuition Waiver for Senior Citizens

South Carolina residents age 60 or over who are not employed full time are eligible for a tuition waiver. The student must meet applicable pre-requisites. Other fees, books and supplies are the responsibility of the student. Procedures for senior citizens are available in the Registrar's Office.

Fees and Expenses

- *Application fee:* A $25 non-refundable application fee is required in order to submit an application to SCC. This fee does not guarantee admission to the College. Please check the SCC website at www.sccsc.edu/admissions/apply/appfee.aspx for the most updated information.
- *Credit by examination and/or experiential learning fee:* $50 per course for exam or evaluation
- *Credit*/Debit *Card Convenience fee:* $15 per transaction
- *Distance Learning and Hybrid Distance Learning Fee:* $15 per course
- *Enrollment fee:* A $50 enrollment fee will be charged to each student, each term (regardless of the number of credit hours). This fee covers non-instructional support costs. This fee is non-refundable unless the student totally withdraws during the 100% refund period.
- *Lab fee:* $30 per course with a required lab. The programs EMS, MLT, MTT, Nursing, Radiology, Respiratory, Surgery Technician, and Welding are $45 per lab course.
- *Late Registration fee:* $75 for registration after scheduled deletion date.
- *Payment Plan Administrative fee (non-refundable):* $30
- *Payment Plan Late fee:* $50 per late payment
- *Returned checks fee:* $25 per incident in addition to any fee charged by the bank

Updated Listing of fees

The Spartanburg County Commission for Technical & Community Education may change tuition and fees without notice. For an updated listing of current SCC fees for full-time and part-time

students, visit the SCC website at www.sccsc.edu.

Textbooks and Supplies

Students are responsible for all book and supply costs in addition to tuition and fees. Program specific fees may be required. Books and supplies are an additional fee.

Payment of Fees

Payment Due

All tuition and fees are payable before scheduled deletion dates, or if registration occurs after the deletion date, before the first day of classes. A student may not attend class until financial obligations are resolved. All equipment, library books, and other college-owned property must be returned when due. A student's academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned.

Payment Methods

The College accepts cash, first-party checks, e-checks, money orders, and cashier's checks for payment of all fees. Students may also charge fees to American Express, VISA, MasterCard and Discover credit or debit cards. Credit and debit card and e-check payments may be made online via WebAdvisor. A $15 convenience fee will be added per transaction for tuition payments paid by credit or debit card. A $75 late registration fee will be assessed for registration done after scheduled deletion date.

Returned Checks

The College assesses a $25 service fee per occurrence on all checks returned by the bank for any reason. The service fee is in addition to any fee charged by the bank. Checks are not sent to the bank a second time. Dishonored checks are sent to the Magistrate for collection after fourteen days. Students will be placed on restriction from classes for non-payment. Checks will not be accepted from students who have written more than two non-sufficient checks.

Sponsorship

Tuition may be billed to a sponsoring business. This sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

Tuition Payment Plan

Students may apply for a tuition-only payment plan. Students must not have an outstanding debt from a prior term. Spartanburg Community College's tuition payment plan requires a $30 non-refundable handling fee in advance, along with the first payment before the scheduled deletion date or the start of class. The remaining balance is payable in two payments on dates determined according to the academic calendar and included in the agreement.

A $50 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The amounts of the payments and due dates of the payments are pre-determined and are not negotiable.

Financial Aid

Students may use their financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make purchases in the Book Inn. Important dates will be printed in the *SCC Student Planner & Handbook* and the

SCC Enrollment & Registration Guide. Students may verify that financial aid will pay tuition and fees by going to WebAdvisor in MySCC Portal to view their account under "Student Financial Information." Students should check their account balance each semester prior to the fee payment deadline. In the event there is not enough financial aid to cover tuition and fees, the student must pay the balance by the due date.

If a student has a credit balance remaining after tuition, fees, book and/or supply expenses have been paid, a check will be mailed to him or her. Address information should be updated in the SCC records office. For convenience, quick access and safety, sign up for direct deposit. Go through MySCC Portal to WebAdvisor, select Student Financial Information then select Bank Information.

Student Refund / Term Withdrawal / Federal Return of Funds

It is the policy of Spartanburg Community College that students or sponsoring agencies/programs receive a fair and equitable refund of tuition charges if a student withdraws from a term or a full-time student reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans and/or aid through the TRIO Student Support Services. Institutional costs include tuition, fees and charges made in the Book Inn using federal financial aid.

I. Official Withdrawal

Official term withdrawal is defined as a student's formal notification of his or her intent to withdraw from all courses for a term. A student's withdrawal date is defined as the actual date the student submits information to student records to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to student records electronically or in person.

A federal financial aid recipient who does not officially withdraw from a term is considered to be withdrawn if he or she does not complete all days he or she is scheduled to complete within a payment period or abandons all courses. The last day of academic attendance or attendance at an academically-related activity will be used for calculating the amount of aid to be returned to the federal government based on Section III, and the student will not be eligible for a refund based on the College's refund policy as outlined in Section II.

A student is not considered to be withdrawn from a term if at the time the student drops the last class in a term he or she submits written confirmation stating he or she will attend a later start term in the same payment period (semester).

II. College Refund Policy

To receive a refund of tuition and eligible fee charges, a student must officially withdraw from the term as outlined in Section I or a full-time student must reduce the number of credit hours during the refund period.

The refund percent is based on the date student records receives notification from the student. Tuition and eligible fee charges for a term will be refunded at the following rate:

Fall and Spring Terms

Refund Percent	*Withdrawal or Net Reduction of Credit Hours*
100%	1st - 8th calendar day of the term
0%	after the 8th calendar day of the term

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term to include summer.

If the calculated refund dates fall on a day that the college is closed, the date will be moved forward to the next day the college is open.

A federal financial aid recipient who withdraws from a term and is eligible to receive a refund will have the refund amount applied toward the outstanding debt the student owes the College based on the return of fund procedure outlined in Section III.

Non-federal financial aid recipients who withdraw from a term will have the refund amount returned to the sponsoring agencies/programs in the following priority not to exceed the awarded amount:

1. Private (alternative loans)
2. Sponsorships
3. Tuition Waivers
4. SCC Scholarships
5. Outside or Community Scholarships
6. LIFE Scholarship
7. S.C. Need Based Grant
8. Other Aid or Assistance
9. Lottery Tuition Assistance

Financial aid recipients who are eligible at the time of disbursement and later reduce the number of credit hours during the refund period will receive a tuition refund. A student's satisfactory academic progress and future eligibility for financial aid programs will be based on the number of credit hours enrolled at the time of disbursement.

III. Return of Federal Financial Aid

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a term. A student enrolled in at least one class during the full term will have the recalculation for all classes based on the date for the full term.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

$$\text{Percent of aid earned} = \frac{\text{Number of calendar days completed in the semester}}{\text{Total number of calendar days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned = (100% - percent of aid earned) X the amount of federal financial aid disbursed

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for under Section II. Therefore, a student who does not complete at least 60 percent of a term will owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic

transcript until the debt is paid. Payment should be made to the business office. A student who owes the federal government may be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

Academic Standards of Progress

(Notification, Warning, Probation, Suspension)

A term grade point average (GPA) of 2.0 shall be used to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Notification

A student is notified by the Vice President of Student Affairs of his or her academic warning, academic probation and academic suspension status when his/her term GPA falls below 2.0. Under performing students are encouraged to meet with their advisors to develop written strategies to improve their academic performance except when returning from academic suspension where the recommendation is a mandatory requirement.

Academic Warning

Students whose term GPA is less than 2.0 after the academic warning will be placed on academic probation for the next term of enrollment. Students whose term GPA is 2.0 or higher after the academic warning but have a program GPA less than 2.0 will remain on academic warning. Students whose term GPA is 2.0 or higher after the academic warning term and have a program GPA of 2.0 or higher will be removed from academic warning.

Academic programs with additional academic requirements publish those requirements in the departmental handbook that is provided to students upon enrollment.

Academic Probation

Students whose term GPA is less than 2.0 after academic probation will be placed on academic suspension. Students whose term GPA is 2.0 or higher after the academic probation term but have a program GPA less than 2.0 will remain on academic probation. Students whose term GPA is 2.0 or higher after academic probation and have a program GPA of 2.0 or higher will be removed from academic probation.

Academic Suspension

Students removed from academic suspension and allowed to register are placed on academic probation and are subject to academic suspension again if they fail to earn at least a 2.0 term GPA during the next period of enrollment.

Academic Week

An academic week is defined as any period of seven consecutive days in which at least one day of regularly scheduled instruction or examination occurs. Instruction time does not included periods of orientation, counseling, homework, vacation or other activity not related to class preparation or examination.

Add/Drop Period

The add/drop period is the first five (5) instructional days of the fall, spring and summer full terms. The add/drop period for the FlexStart terms in the fall, spring and the summer is the first one-three (1-3) instructional days of the term depending on the length of the term. During the add/drop period students may drop courses without academic penalty and students may add only courses that have not yet met. Admittance to courses that have already met (including hybrid/mixtures and online) is at the discretion of the department chair. Students who register for a course but who do not attend a face-to-face class or log into and actively participate in an online course before the published

deadline will be dropped from the course for not attending. No grade will be assigned for courses dropped for not attending and a full refund of tuition excluding the enrollment fee and any late fees will be processed. Courses dropped during the add/drop period will not appear on transcripts. Students may be reinstated in a class at the discretion of the department chair. A grade of "W" will be awarded and transcripted for classes dropped after the census date through the 75% date of the term. Students can drop classes online through Self Service or they can go to the Student Records Office to complete a drop form. A student or an instructor cannot initiate a drop during the last 25 percent of the course except in extenuating circumstances. Documentation must be provided to the Registrar and approval by the appropriate department chair or dean will be requested. Go to the SCC website, www.sccsc.edu/records to review the drop procedure for students. All students are encouraged to check their SCC email regularly for important reminders about drop deadlines and other important dates.

Auditing a Course

Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add/drop period. A grade of "AU" will be given to students auditing a course. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as students taking the course for credit. Federal regulations stipulate that students cannot receive financial aid for courses being audited.

Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, clinicals, practica, internships, field trips and other class activities. When illness or other emergencies occur, the student is responsible for notifying instructors. Students should also inform the instructor in advance if they know they are going to miss class. Students must take responsibility for completing missed work if approved for late submission by instructors. Students should not expect that they will be allowed to make up work, such as quizzes or tests, after an absence. Instructors are not responsible for re-teaching materials students miss when they are absent. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing missed work if approved for late submission by instructors.

Attendance in an online course involves actively participating, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor. Students must have logged into and actively participated in the online course by the end of the drop/add period, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor. Students who fail to meet this attendance requirement by the end of the drop/add period will be dropped from the class by the instructor.

Tardiness

Students are tardy if not in class at the time the class is scheduled to begin. Students who are tardy are admitted to class at the discretion of the instructor. Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending class and fails to initiate a withdrawal will remain on the class roster. A student who does

not complete an assignment, test, or final exam in the course will receive a zero for each missing grade and the final course grade will be calculated accordingly.

Absences for Religious Holidays

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

(1) Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make-up of activities and assignments.

(2) Observance of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop (in writing) an instructor-approved plan which outlines the make-up of activities and assignments.

Absences for Military Deployment

The College will make every effort to accommodate students who are deployed for military service. Students who are absent from class because they have been deployed (military service or national guard) are responsible for the content of any activities missed and for the completion of assignments occurring during the period of deployment. The student must notify the Records Department of the pending absences prior to deployment, provide written documentation of the deployment prior to being absent, and must request accommodations to minimize the impact of the deployment on their academic record/progress. Accommodations include but are not limited to:

- The student must provide documentation of deployment prior to being absent and request a proposal for making up assignments missed with his/her instructors while deployed.
- The student may receive a grade of Incomplete for the course if the faculty determine that the course content can be made up under the timeline and guidelines for incomplete grades.
- The student may be administratively withdrawn from the course with no penalty to the student if the deployment is too lengthy and it is unlikely that the student could successfully make up the missed course work.

Dropping Courses

Students who drop a course after the add/drop period will receive a "W." Students are responsible for dropping classes. Students who exceed absences are responsible for dropping classes or they will receive a grade of "F" for the class. It is the responsibility of the student to withdraw from courses. Failure to continue attending a course does not constitute proper procedure for dropping or withdrawing. An F will be assigned if a course is not dropped correctly. Students receiving financial aid should contact the financial aid office prior to dropping a course. Students may drop a course until 75 percent of the term has elapsed. Students are not allowed to drop courses after the drop deadline. Drop dates are posted in the records office, on the SCC website at www.sccsc.edu and on the student records department page in the SCC portal.

Course Overload Policy

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department chair and academic dean. During the

summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic program. This total includes all classes taken during all summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department chair and academic dean.

Dean's List

To qualify for the dean's list, students must

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 3.50 with no course grade lower than a "C." A grade of "I" automatically excludes students from the dean's list.
- non-degree, early college and transient students are not eligible for the dean's list.

Grades

Final Grade Review

Course grades are final when entered into the database by the instructors. A student may request a review of a final grade if he or she believes the instructor erred in assigning the grade. The SCC records office will adjust the student's transcript if the review confirms that an error was made. The student must request the review by the last day of the following full term.

Grading System

Spartanburg Community College uses the following system of grades:

Grade Scale	Description	Quality Points	Used in GPA	Credit Hours Awarded
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	Yes

**Zero-level transitional studies course grades are not used in grade point average (GPA) computation.*

**An "I" grade is given by an instructor when it is appropriate to allow a student the opportunity to complete required

course work after the term has officially ended. An "I" grade may be given only when the instructor determines that unusual and extenuating circumstances beyond the student's control prevented completion of the course during the term. A student receiving "I" grade should outline a plan for the submission of work with the instructor. The student must complete outstanding work at least one week prior to the last day of the next full term (fall, spring, summer) in order for the instructor to have adequate time to grade the work and submit the final grade before the deadline. The instructor must submit a grade change from "I" to a standard grade (A, B, C, D or F) by the end of the working day on the last day of the subsequent full semester. Otherwise, the "I" grade is changed automatically to an "F." In some programs, students may be required to complete outstanding work in a shorter period of time to continue in the program. The date of the completion, in this case, is to be determined by the instructor and the records office will enter the date. Completion dates assigned are not to extend the past subsequent term.

Repeated Grade Policy

If a student repeats a course, both grades will remain on the transcript. Only the highest grade obtained for the course will be used to calculate the grade point average. In determining satisfactory academic progress, the financial aid office must count all course work completed. A student may repeat a course but the repetitions will count toward the length of eligibility.

Graduation

To be eligible for graduation from Spartanburg Community College, a student must fulfill the following:

1. Apply for and be accepted into the program in which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction by the College.
3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.
5. Make formal application for graduation in the records office or online by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the *Student Planner & Handbook*.)
6. Obtain graduation approval from the department chair or academic dean. The graduation ceremony is held once a year in May. Awards (degrees, diplomas, certificates) will be available for pick-up during advertised dates in the Student Records Office located in room 156 in the Dan L. Terhune Student Services Building. Awards that are not picked up will be mailed to the graduates.

Awarding Multiple Degrees, Diplomas and Certificates

Students may complete multiple degree, diploma and certificate programs. Students earning more than one award in the same general field of study in the same semester will receive the award for the highest program level only.

Semester System

Classes are generally scheduled for 15 weeks in the fall and spring semesters and for either 9-10 weeks or 4-5 weeks during the summer semesters.

Transitional Studies

The Transitional Studies Department offers developmental courses in writing, reading and mathematics. These courses are designed to help students acquire additional skills and discipline in order to be successful in curriculum courses. The department also offers non-degree credit courses, *Elementary*

Algebra, College Skills and *College Orientation* courses to enhance students' academic abilities. Courses are typically offered both day and evening. Many courses are offered in lecture, mixture and online formats. Students receive excellent instruction and support from instructors and are encouraged to visit the Tutorial Learning Center for additional assistance.

Developmental Courses

Developmental courses are structured for students who score at or above the minimum entrance scores on college placement exams (ASSET, COMPASS, or ACCUPLACER) but below program entrance requirements. Developmental courses (courses with the number 031 and 032) carry institutional credit, but cannot be used to satisfy program requirements for graduation. Students who place into two or more developmental disciplines are required to take *College Skills* (COL 103) in place of COL 101 in their program of study. To move into curriculum programs, developmental courses must be completed with a grade of "C" or better.

Non-Degree Credit Courses

Non-degree credit courses are designed to help students further enhance their academic abilities. These courses serve as a "bridge" from developmental courses to curriculum courses. Non-degree credit courses have a course number of 100. Some students place directly into non-degree credit courses based on their college placement scores (COMPASS, ASSET or ACCUPLACER). These courses may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program. The Science Department offers non-degree credit courses in biology and chemistry for students who did not complete biology or chemistry with a grade of C or better in high school. Some students will need to take these courses to meet curriculum entry requirements.

College Success Courses

College Skills (COL 103) and College Orientation (COL 101) courses are designed to help students gain the skills needed to be successful college students. COL 101 is required in most programs of study.

Transitional Studies Department Includes:

COL 101	College Orientation
COL 103	College Skills
ENG 031	Developmental English
ENG 032	Developmental English
ENG 100	Introduction to Composition
MAT 031	Developmental Mathematics Basics
MAT 032	Developmental Mathematics
MAT 152	Elementary Algebra (4-day per week format; equivalent to MAT 101)
RDG 032	Developmental Reading
RDG 100	Critical Reading
RWR 100	Integrated Transitional Reading and English

Withdrawal from a Term

A student who wishes to withdraw from a term (all courses) should meet with his or her advisor. If the advisor is not available, the student should meet with the program department chair or academic dean. Students receiving financial

aid should refer to Student Refund/Term Withdrawal/Federal Return of Funds in the College Costs section of this catalog. A student who drops all classes for a term will be marked term withdrawn by the database.

International Students

Any applicant who requests a student visa, transfers from another college under a student visa or possesses a visa other than one approved by the College and the Student and Exchange Visitor Information System (SEVIS) is classified as an international student.

It is recommended that International students complete the regular admission requirements at least one semester prior to enrollment. In addition, international applicants must submit the following:

- An SCC Transfer Clearance Form if you are currently attending another college in the United States and wish to transfer to Spartanburg Community College.
- An official English translation of secondary and postsecondary records and transcripts. All international transcripts must be evaluated by an approved evaluation service and sent directly to Spartanburg Community College.
- A score report from Test of English as a Foreign Language (TOEFL) with a minimum score of 500 (paper exam) or 63 (internet exam).
- Original financial documentation as required by the U.S. government (certified or notarized bank letter on official bank stationary dated within the last three months in the amount of $20,292.00 USD).
- Affidavit of Support (Form I-134).
- Completion of Immigration Fee Remittance Form I-901 and payment of SEVIS fee.
- A tuition deposit to cover tuition and fee costs for 2 semesters.
- Proof of medical insurance.

An I-20 will be completed and issued to the student by an admissions representative after the applicant completes the above requirements.

Senior Citizens

South Carolina residents who are 60 years of age or older and who are not employed full time may enroll tuition free on a space available basis. The student must comply with all admission criteria to include enrollment restrictions in certain classes and all other standards set forth by the College. Senior citizen tuition waivers do not waive all fees. The student is responsible for the payment of all other fees assessed by the College at the time of registration as well as for the purchase of course materials, textbooks and supplies. Other fees include, but are not limited to, the application fee, enrollment fee, online course fee and lab fee. Fee waivers will only be considered for courses listed on the Senior Citizen Tuition Waiver form and only if processed during the senior citizen registration period which begins after the last payment purge each academic term. Senior citizens who register prior to the senior citizen registration period assume all financial liability for any course registration. Students using the tuition waiver may not be forced into a closed course section. Information about senior citizen waivers can be found in Students Records and the Business Office.

Credit for Prior Learning

Credit for Prior Learning (CPL) is a process whereby skills and knowledge earned outside a traditional classroom are evaluated for the purpose of awarding college credit. Types of learning included under CPL include exemption credit,

articulated credit, and experiential learning. CPL does not include transfer of college level credits earned at other postsecondary institutions- information on transfer credit can be found in Procedure V-40.12.

In order to receive a certificate/ diploma/degree from Spartanburg Community College (SCC) students must complete a minimum of twenty-five percent (25%) of the total hours of the certificate/diploma/degree through graded (A, B, C, D) instruction offered by the College. Students may earn CPL credit for up to but no more than 75% of their program. The amount of CPL credit that may be applied to a specific certificate/diploma/degree may be more restrictive depending on the program of study. The College grants CPL credit for program requirements as described below.

Corporate and Community Education - Students may receive CPL credit for certain courses successfully completed in the SCC Corporate and Community Education Division. Validation of student competencies may include written examinations, industry certifications, or other assessment methods.

Exemption Credit

American Council on Education College Credit Recommendation Service

The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

Advanced Placement (AP)

Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination score report to award credit.

Articulation (Technical Advanced Placement, TAP)

Students may receive exemption credit for program requirements through the validation of competencies gained at secondary schools. Students seeking exemption credit through TAP should contact the secondary school department head or counselor, or the College program department head. Validation of student competencies may include written examinations or other assessment methods.

College Level Examination Program (CLEP)

Credit for subjects in which students are knowledgeable can be gained through successful completion of the College Level Examination Program (CLEP) tests. Spartanburg Community College does not administer CLEP exams but will accept scores of CLEP exams administered by other institutions if scores meet minimum standards. SCC does not give credit for CLEP general examinations.

Credit by Examination

Students may receive exemption credit for previous academic work or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or in which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact the program department chair of the area in which the student seeks credit who will determine eligibility, provide the authorization form, and schedule an exam date. After an exam date has been scheduled, the student should pay the appropriate fee at the Business Office. The

student must present the authorization form and the receipt to the subject-area department chair in order to take the exam.

Articulation Credit by Professional Certifications

Students may receive articulated credit for professional, industry-approved certifications. For each professional certification, the appropriate Department Chair will determine the SCC course equivalencies and corresponding certifications required for credit. The student must submit his/her original professional certification to the appropriate Department Chair. The Department Chair will complete the authorization form, attach a photocopy of the certification or credential, and submit it to the Records Office.

Experiential Learning

Credit by Portfolio- Students may receive experiential learning credit for knowledge acquired through work or other experiences external to academics through development of a portfolio documenting those experiences. Credit by portfolio is limited to learning experiences in which no other CPL methods exist to validate the learning.

Students seeking credit for experiential learning should contact their program department chair, who will determine the students' eligibility and provide the authorization form. The department chair, in consultation with subject area faculty, determines the courses that are eligible for credit by portfolio and the requirements of the portfolio, which will vary according to each student's individual experiences. The student must submit a proposal outlining the courses he/she wishes to earn credit for and the types of documentation he/she will present in the portfolio. Once the proposal has been accepted by the department chair, the student should pay the appropriate experiential learning fee at the Business Office.

A teaching faculty member in the subject area in which credit is sought will evaluate the portfolio to determine whether the outcomes of the course(s) for which credit is sought have been documented. The authorization form and the receipt should be presented to the faculty providing the evaluation.

Students may receive credit for a maximum of twenty-five percent (25%) of required program semester hours for experiential learning.

International Baccalaureate (IB) Credit

Students (who are first time freshmen) may receive SCC credit for scores of 4 or higher on selected international baccalaureate examinations. The amount of college credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. The College must have on file an official copy of the IB examination score report in order to award credit.

Mixed Enrollment Courses

Spartanburg Community College may choose to enroll both credit and Corporate and Community Education (CCE) students in the same course. Please contact the CCE office for additional information if you are enrolling in a credit course as a CCE student.

Service Members Opportunity Colleges (SOC)

Spartanburg Community College is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

Fees

No fee is charged to post credits to the transcript for exemption and articulated credits except credit by exam. Students attempting to earn exemption credit through credit by exam must be formally accepted by Spartanburg Community College and a pay $50 non-refundable fee for each exam. Students who wish to earn portfolio credit (experiential learning) must pay $50 per course portfolio reviewed. This is a non-refundable fee, even if the reviewer determines after reviewing the portfolio that the student is not eligible for credit.

Transferring Credit Hours to SCC

Students who have earned credit hours from another postsecondary institution may have their transcripts evaluated for transfer credit. The following guidelines apply to awarding of transfer credit:

- An official transcript reflecting credit hours from the granting institution must be on file at SCC
- Acceptance of transfer credit is determined by the registrar in cooperation with the appropriate department chair. SCC normally accepts transfer credit only from accredited colleges (for example, those colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies). Exceptions are considered on a case-by-case basis
- Students may receive transfer credit equivalent for no more than 75 percent of required credits in their program
- Students must have earned a grade of "C" or higher in courses presented for transfer credit evaluation

Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina (Revised 12/2009)

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.SCTRAC.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Transfer Criteria, Course Grades, GPA's, Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

A. The institution's definition of a transfer student.

B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.

C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.

D. Information about course equivalencies and transfer agreements.

E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

South Carolina Transfer and Articulation Center (SCTRAC)

All two-and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics. The Transfer Blocks for Teacher Education were updated in July 2010. The Transfer Blocks for Nursing were updated in July 2012. The courses listed in each Transfer Block will be reviewed periodically by the Commission’s Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

> Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.

For a complete listing of all courses in each Transfer Block, see http://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,Programs/AcademicTransferArticulation.aspx

Assurance of Transferability of Coursework Covered by the Transfer Policy

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.SCTRAC.org. Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.

- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including Institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www.SCTRAC.org. Furthermore, course catalogs for each public two-and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

A. Include the *Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina*.
B. Refer interested parties to www.SCTRAC.org as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

Appendix A -Statewide Articulation Agreement: Technical College Courses Transferable to Senior Institutions

Course	
ACC 101	**Accounting Principles I**
ACC 102	**Accounting Principles II**
ANT 101	**General Anthropology**
ART 101	**History and Appreciation of Art**
ART 105	*Film as Art*
AST 101	**Solar System Astronomy**
AST 102	**Stellar Astronomy**
BIO 101	**Biological Science I**
BIO 102	**Biological Science II**
BIO 210	**Anatomy and Physiology I**
BIO 211	**Anatomy and Physiology II**
BIO 225	**Microbiology**
CHM 110	**College Chemistry I**
CHM 111	**College Chemistry II**
CHM 112	*College Chemistry II*
CHM 211	**Organic Chemistry I**
CHM 212	**Organic Chemistry II**
ECO 210	**Macroeconomics**
ECO 211	**Microeconomics**
ENG 101	**English Composition I**
ENG 102	**English Composition II**
ENG 201	**American Literature I**
ENG 202	**American Literature II**
ENG 203	*American Literature Survey*
ENG 205	**English Literature I**
ENG 206	**English Literature II**
ENG 208	**World Literature I**
ENG 209	**World Literature II**
ENG 214	*Fiction*
ENG 218	*Drama*
ENG 222	*Poetry*
ENG 230	*Women in Literature*
ENG 236	**African American Lit**
ENG 260	**Advanced Technical Communications**
FRE 101	**Elementary French I**
FRE 102	**Elementary French II**
FRE 201	*Intermediate French I*
FRE 202	*Intermediate French II*
GEO 101	**Introduction to Geography**
GEO 102	**World Geography**
GER 101	**Elementary German I**
GER 102	**Elementary German II**
HIS 101	**Western Civilization to 1689**
HIS 102	**Western Civilization Post 1689**
HIS 201	**American History Discovery to 1877**
HIS 202	**American History: 1877 to present**
MAT 110	**College Algebra**
MAT 111	**College Trigonometry**
MAT 120	**Probability and Statistics**
MAT 122	*Finite College Math*
MAT 130	**Elementary Calculus**
MAT 140	**Analytical Geometry & Calculus I**

Course	
MAT 141	**Analytical Geometry & Calculus II**
MAT 240	**Analytical Geometry I & Calculus III**
MAT 242	**Differential Equations**
MUS 105	**Music Appreciation**
PHI 101	**Introduction to Philosophy**
PHI 105	**Introduction to Logic**
PHI 106	*Logic II Inductive Reasoning*
PHI 110	**Ethics**
PHI 115	*Contemporary Moral Issues*
PHY 201	**Physics I**
PHY 202	**Physics II**
PHY 221	**University Physics I**
PHY 222	**University Physics II**
PHY 223	*University Physics III*
PSC 201	**American Government**
PSC 215	**State and Local Government**
PSY 201	**Introduction to Psychology**
PSY 203	**Human Growth & Development**
PSY 208	*Human Sexuality*
PSY 212	**Abnormal Psychology**
SOC 101	**Introduction to Sociology**
SOC 102	**Marriage and the Family**
SOC 205	**Social Problems**
SOC 206	*Social Psychology*
SOC 210	*Juvenile Delinquency*
SOC 220	*Sociology and the Family*
SOC 235	*Thanatology*
SPA 101	**Elementary Spanish I**
SPA 102	**Elementary Spanish II**
SPA 201	**Intermediate Spanish I**
SPA 202	**Intermediate Spanish II**
SPC 205	**Public Speaking**
SPC 210	*Oral Interpretation of Literature*
THE 101	**Introduction to Theater**

Spartanburg Community College courses are shown in **bold**. State approved transfer courses not currently listed in the SCC catalog are shown in *italics*. (Revised 12-08.)

SCC Programs of Study & The South Carolina Education Economic Development Act

In an effort to assist students in preparing for a career that best aligns with their skills and abilities, Spartanburg Community College programs of study have been linked with Clusters of Study as outlined in the **South Carolina Education and Economic Development Act (EEDA) of 2005**.

The **EEDA** legislation, which was signed into law in May 2005, is designed to give South Carolina students the educational tools they need to build prosperous, successful futures. The EEDA's "Personal Pathways to Success" system gives students the guidance and experience they need to take full advantage of real opportunities in the South Carolina economy. The system is designed to assist students and businesses that compete in today's global workforce by combining high academic standards with enhanced opportunities to explore career options that build real-life working skills. The system is also designed to demonstrate to students the connections between what they accomplish in school and their professional success in the future.

Clusters of Study, or Career Clusters,

are courses of study organized around different groups of occupations that encompass virtually all occupations from entry through professional levels (see list of clusters on following page). Clusters of Study provide a way to organize and tailor course work and learning experiences around each student's areas of interest and skills. They are designed to provide a seamless transition from high school to post-secondary education and/or the workforce. South Carolina has identified 16 Career Clusters which represent a variety of professions and jobs. Throughout the following pages, each SCC program of study is linked to a specific Career Cluster that will assist students in selecting a program of study – and a career – that best suits their skills and interests.

Spartanburg Community College has articulation partnerships with local four-year colleges and universities which allow for the alignment of courses and areas of academic focus from one educational institution to another in a way that provides a systematic, seamless transition for students. Students should work closely with their academic advisor and consult with their preferred transfer institution before registering for coursework that they intend to transfer to a four-year college or university.

Agriculture, Food & Natural Resources

Career opportunities include the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

Architecture & Construction

Career opportunities include designing, planning, managing, building and maintaining the built environment.

Arts, A/V Technology & Communications

Career opportunities in this cluster include designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

Business Management & Administration

Career opportunities in this cluster include planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

Education & Training

Career opportunities in this cluster include planning, managing and providing education and training services, and related learning support services.

Finance

Career opportunities in this cluster include planning, services for financial and investment planning, banking, insurance and business financial management.

Government & Public Administration

Career opportunities in this cluster include executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation; and Management and Administration at the local, state and federal levels.

Health Science

Career opportunities include planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

Hospitality & Tourism

Career opportunities include the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

Human Services

Career opportunities prepare individuals for employment in career pathways that relate to families and human needs.

Information Technology

Career opportunities in IT occupations framework: for entry level, technical and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

Law, Public Safety, Corrections & Security

Career opportunities include planning, managing and providing legal, public safety, protective services and homeland security, including professional and technical support services.

Manufacturing

Career opportunities include planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

Marketing, Sales & Service

Career opportunities include planning, managing and performing marketing activities to reach organizational objectives.

Science, Technology, Engineering & Math

Career opportunities include planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

Transportation, Distribution & Logistics

Career opportunities include planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

SCC Programs of Study by Division

Arts & Sciences Division

Certificate Programs

- Early Childhood Development
- Infant Toddler
- Landscape Management
- Pre-Chiropractic
- Sustainable Agriculture

Associate Degree Programs

- Associate in Arts (University Transfer Program)
- Associate in Science (University Transfer Program)
- Early Care and Education
- Horticulture Technology

Health & Human Services Division

Certificate Programs

- Certified Nursing Assistant
- Emergency Medical Technician (EMT)
- Health Unit Coordinating
- Paramedic
- Patient Care Technician
- Pharmacy Technician

Diploma Programs

- Expanded Duty Dental Assisting
- Massage Therapy
- Medical Assisting
- Surgical Technology

Associate Degree in Applied Science Programs

- Medical Laboratory Technology
- Nursing
- Radiologic Technology
- Respiratory Care

Associate Degree in Applied Science Programs-General Technology

- Emergency Medical Services
- Massage Therapy

Technologies Division

Certificate Programs

- Accounting Specialist
- Administrative Support Specialist
- Computer-Aided Drafting
- Computer Support Specialist
- Culinary Arts
- Digital Design
- Entrepreneurship
- Ford MLR (Maintenance & Light Repair)
- Gas and Energy Technology
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Electricity
- Industrial Repair Technology
- Logistics
- Machine Tool Technology
- Mechatronics Technology
- Networking Operations
- Process Control Technology
- Production Associate Technology I
- Production Associate Technology II
- Software Development and Database Administration
- Welding

Associate Degree in Applied Science Programs

- Accounting
- Accounting with Information System Electives
- Administrative Office Technology
- Administrative Office Technology with Legal Electives
- Administrative Office Technology- Medical
- Administrative Office Technology– Medical with Coding and Reimbursement Electives
- Automated Manufacturing Technology
- Automotive Technology-Automotive Service Technology
- Automotive Technology-Ford ASSET
- Computer Technology with Programming Electives
- Computer Technology with Networking Electives
- Electronics Engineering Technology (EET)
- Industrial Electronics Technology
- Machine Tool Technology
- Management
- Management with Fire Service Electives
- Management with Information Technology Electives
- Management with Marketing Electives
- Mechatronics

Associate Degree in Applied Science Programs-General Technology

- Culinary Arts
- Digital Design
- Engineering Graphics
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Electricity
- Industrial Repair Technology
- Production Associate Technology
- Welding

Special Admissions Procedures

Arts and Sciences Programs

Applicants wishing to enroll in the Associate of Applied Science Early Care & Education degree program, the Infant and Toddler Certificate or the Early Childhood Development Certificate Program must submit to a criminal background investigation (CBI).

Business Technology Programs – Administrative Office Technology Guidelines

Keyboarding skills are required for students entering **ALL** administrative office technology programs (degrees and certificates.) AOT 105 – Keyboarding is required to be taken the first semester the student is enrolled.

Students in the AOT-Medical (AOT-M) and AOT-Medical with Coding and Reimbursement electives (AOT-MC) programs must complete a **criminal background investigation (CBI)** at their expense prior to participating in any internship/clinical/co-op experience. Clinical/co-op facilities will determine the eligibility of the student to participate at their site and may exercise discretion regarding convictions more than 10 years ago or convictions that indicate a pattern of criminal behavior.

Students in the AOT-M and AOT-MC programs must also complete **a drug screen** at their expense prior to participating in any internship/clinical/co-op experience.

Students who do not pass the drug screen or do not meet the employers CBI standards will be immediately withdrawn from the program. The CBI and drug screening will be initiated by the program faculty after the student has been accepted into the program but prior to beginning any clinical experience.

Students in the AOT-Medical (AOT-M) and AOT-MC programs should be aware that additional costs will be incurred for uniforms, immunizations and CPR certification.

Health and Human Services Programs

Some Health and Human services programs require additional application procedures. Students must complete the following program-specific application procedures at the College after completing the regular college application:

- Meet with an Admission Advisor/Counselor to discuss additional program requirements.
- All students accepted into a Health Science curriculum program must submit a complete medical history form, required immunizations/vaccines documents, criminal background investigation (CBI) check and a drug screen test as determined by each clinical site. The due dates will be determined by each department chair or program director and posted on the SCC website. The CBI and drug screen test are at the student's expense. Any of these tests that must be repeated are at the student's expense.
- Clinical sites may determine that students who have been found guilty, by a court of law, or plead no contest (nolo contendere) to a crime, when conviction has occurred within the last 10 years, of the certain crimes are deemed unqualified to attend clinical training. (Facilities may exercise discretion regarding convictions.) Any student unable to attend any one of the clinical affiliates will be administratively withdrawn from his or her program of study.
- A student having a positive drug test will be administratively withdrawn from their curriculum program for one year. Upon recycling into their program, he or she will be required to have drug testing every semester until

completing their program of study. The drug testing will be at the student's expense. If the student tests positive, he/she will be dismissed from their program of study and will not be allowed to enter any other health program.

Health and Human Services programs typically limit the number of students who may begin the discipline specific courses in any given semester. Students who are accepted to the College may select Health and Human Services programs, but that **does not guarantee the student a seat in the discipline specific curriculum**. Accepted Health and Human Services program applicants should refer to specific academic requirements and standards of the chosen Health and Human Services program for specific program information and required GPA. Students who have been selected to enter the discipline specific curriculum will be notified by the Admissions Office, in writing. The Health and Human Services Division maintains a list of program specific requirements.

Students should attend a Health and Human Services careers meeting for additional information. These meetings are held at regular intervals during the year, and schedules are available on SCC's website. Students can also find program specific requirements in the SCC course catalog and on the SCC website.

Advanced Manufacturing and Industrial Technologies

If you are mechanically inclined and interested in an industrial career, programs in the Center for Advanced Manufacturing & Industrial Technologies (CAMIT) may be for you.

CAMIT at SCC

Manufacturing, Industrial and Engineering Technology programs prepare students to be machinists, technicians, fabricators and much more.

Automation and Electronics
- Automated Manufacturing Technology AAS Degree
- Industrial Electricity Certificate
- Industrial Electricity – General Technology AAS Degree
- Industrial Electronics Technology AAS Degree
- Process Control Technology Certificate

Mechatronics
- Mechatronics Technology Certificate
- Mechatronics Technology AAS Degree

Production Associate
- Production Associate Technology I Certificate
- Production Associate Technology II Certificate
- Production Associate Technology – General Technology AAS Degree
- Gas and Energy Technology Certificate
- Industrial Repair Technology Certificate
- Industrial Repair Technology – General Technology AAS Degree

Industrial and Trades
- Automotive Service Technology AAS Degree
- Automotive Technology Ford Asset AAS Degree
- Ford Maintenance and Light Repair Certificate
- Heating, Ventilation, Air Conditioning and Refrigeration Certificate
- Heating, Ventilation, Air Conditioning and Refrigeration – General Technology AAS Degree
- Machine Tool Technology AAS Degree
- Machine Tool Technology Certificate
- Welding – General Technology AAS Degree
- Welding Certificate

Automated Manufacturing Technology (Associate Degree in Applied Science)

Program Start Date: Any term
Minimum Program Length: 74 academic weeks; 5 terms day, 6 terms evening; 74 credits
Curriculum Code: **35362**

Program Description

Automated manufacturing technology students learn to maintain, install, operate and service all types of automated systems, including robotic work cells. They study electrical and electronic theory and computer, mechanical and robotic fundamentals.

Practical Experience

Students gain experience building electronic circuits, troubleshooting and servicing robots, servicing fluid power systems, employing predictive maintenance techniques, and solving problems on computers.

Professional Opportunities

Robotics technician, automated systems technician, electromechanical technician, systems specialist, electromechanical associate.

Unique Aspects

The automated manufacturing technology curriculum is unique in that it incorporates the fields of electrical, electronic, mechanical, computer programming, robotics, and process control systems into one course of study. This is extremely attractive to employers in modern manufacturing who are specifically looking to hire multi-skilled technicians into new and up-to-date operations.

EEDA Career Cluster:

Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry, Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 236, ENG 238, FRE 102, HSS 101, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPA 102, SPA 201, SPA 202, SPC 212,THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, ECO 210, ECO 211, GEO 101, GEO 102, HIS 101, HIS 102, HIS 104, HIS 105, HIS 112, HIS 115, HIS 201, HIS 202, HSS 205, PSC 201, PSC 215, PSC 220, PSY 103, PSY 201, PSY 203, PSY 212, PSY 214, SOC 101, SOC 102, SOC 205
2	Automated Manufacturing Overview	AMT 101
3	Robotics & Automated Controls	AMT 105
3	Robotics & Automated Controls II	AMT 205

Credits	Course Title	Course Code
2	Electricity & Automation	AMT 206
3	Automation Network – Ethernet	AMT 209
3	Lean Manufacturing	AMT 220
2	Industrial Computer Techniques	EEM 107
4	AC/DC Circuits I	EEM 117
4	AC/DC Circuits II	EEM 118
4	Motor Control I	EEM 151
3	Electronic Devices I	EEM 201
3	AC Machines	EEM 211
3	DC/AC Drives	EEM 221
3	Digital Circuits	EEM 231
3	Programmable Controllers	EEM 251
3	Programmable Controllers Applications	EEM 252
2	Industrial Safety	IMT 102
4	Hydraulics & Pneumatics	IMT 131
4	Mechanical Power Applications	IMT 161
74	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
EEM 131	Hydraulics & Pneumatics	4

Second Semester

Course Code	Course Title	Credit Hours
EEM 107	Industrial Computer Techniques	2
AMT 209	Automation Networks – Ethernet	3
MAT 155	Contemporary Math	3
IMT 102	Industrial Safety	2
EEM 118	AC/DC Circuits II	4
EEM 211	AC Machines	3

Third Semester

Course Code	Course Title	Credit Hours
EEM 201	Electronic Devices I	3
AMT 220	Lean Manufacturing	3
EEM 251	Programmable Controllers	3
AMT 105	Robotics & Automated Control	3

Fourth Semester

Course Code	Course Title	Credit Hours
AMT 101	Automated Manufacturing Overview	2
ENG 165	Professional Communications	3
EEM 231	Digital Circuits I	3
EEM 252	Programmable Controller Applications	3
MAT 170	Algebra Geometry, and Trigonometry	3
AMT 205	Robotics and Automated Controls II	3

Fifth Semester

Course Code	Course Title	Credit Hours
EEM 221	DC/AC Drives	3
IMT 161	Mechanical Power Application	4
AMT 206	Electricity & Automation	2
	Social/Behavioral Science General Education Course	3
	Humanities/Fine Arts General Education Course	3
	Total Credits	**74**

Program Learning Outcomes

Students will be able to:

1. Demonstrate knowledge of electricity, electronics, hydraulics and pneumatics.
2. Demonstrate a knowledge of sensor utilization for measuring flow, pressure, speed, voltage, current, torque, force, temperature, etc.
3. Demonstrate an understanding of PLC programming and program design.
4. Demonstrate proper use and operation of hand tools.
5. Describe the structural and functional characteristics of various types of robots and automated systems.
6. Select appropriate operations management and industrial engineering cost reduction techniques to a manufacturing environment.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Gas and Energy Technology (Certificate)

Program Start Date: Fall Term
Minimum Program Length: 32 academic weeks; 2 terms day; 25 credits
Curriculum Code: 71369

Program Description

This certificate is designed to meet the needs of local natural gas providers in the employment areas of field customer service, operation maintenance, and construction. Students will receive instruction in the areas of industrial safety, basic electricity, heating and air conditioning, motor and computer fundamentals. This 25-credit hour program is designed to be completed in two semesters.

Practical Experience

Students gain experience and skills needed to perform operations, startup, shutdown, troubleshooting, and installation involving new or existing natural gas and energy environments.

Professional Opportunities

Field Customer Service Technician, Field Service Technician and In House Service Installer.

Unique Aspects

Certificate graduates can apply some earned credits toward studies in Mechatronics and HVAC.

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing & Transportation, Distribution & Logistics.

Course Requirements

Credits	**Course Title**	**Course Code**
1	College Orientation	COL 101*
4	Basic Electricity HVAC	ACR 106
2	Industrial Computer Techniques	EEM 107
2	Industrial Safety	IMT 102
3	Hand Tool Operations	IMT 112
4	Heating Fundamentals	ACR 110
5	Plumbing	BCT 150
4	Motor Controls I	EEM 151
25	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
ACR 106	Basic Electricity HVAC	4
EEM 107	Industrial Computer Techniques	2
IMT 102	Industrial Safety	2

Course Code	Course Title	Credit Hours
IMT 112	Hand Tool Operations	3

Second Semester

Course Code	Course Title	Credit Hours
ACR 110	Heating Fundamentals	4
BCT 150	Plumbing	5
EEM 151	Motor Controls I	4
	Total Credits	**25**

Program Learning Outcomes

Students will be able to:

1. Demonstrate knowledge of the basic and emerging principles and concepts that impact the energy industry.
2. Apply procedures necessary to ensure a safe and healthy work environment.
3. Apply electric power generation and electric power transmission principles.
4. Apply electric power and natural gas distribution principles.
5. Identify and describe careers and entry requirements.

Industrial Electricity – General Technology (Associate Degree in Applied Science)

Program Start Date: Any term
Minimum Program Length: 74 academic weeks; 5 terms; 63 credits
Curriculum Code: **35318**

Program Description

Students will complete a primary technical specialty in Industrial Electricity and a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience constructing electrical circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities

Electrical/electronic equipment installer, electronics salesperson, electrical maintenance technician, general electrical technician.

Unique Aspects

Students must be a graduate of an industrial electricity certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster:

Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry, Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, GER 102, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
2	Industrial Computer Techniques	EEM 107
4	AC/DC Circuits I	EEM 117
4	AC/DC Circuits II	EEM 118
3	Control Circuits	EEM 145
4	Motor Control I	EEM 151
4	Motor Control II	EEM 152
3	Introduction to Process Control	EEM 162
3	Electronic Devices I	EEM 201

Credits	Course Title	Course Code
3	AC Machines	EEM 211
3	Programmable Controllers	EEM 251
2	Benchwork and Assembly	IMT 114
12	Secondary Technical (select 12 credits)	AMT 101, AMT 105, AMT 206, IMT 102, IMT 120, IMT 131
63	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.

NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
EEM 162	Introduction to Process Control	3

Second Semester

Course Code	Course Title	Credit Hours
EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
EEM 152	Motor Controls II	4
EEM 211	AC Machines	3

Third Semester

Course Code	Course Title	Credit Hours
EEM 145	Control Circuits	3
EEM 201	Electronic Devices I	3
EEM 251	Programmable Controllers	3
IMT 114	Benchwork and Assembly	2

Fourth Semester

Course Code	Course Title	Credit Hours
MAT 155	Contemporary Mathematics	3
ENG 165	Professional Communications	3
	Secondary Technical Specialty	4
	Secondary Technical Specialty	4

Fifth Semester

Course Code	Course Title	Credit Hours
	Social/Behavioral Science General Education Course	3
	Secondary Technical Specialty	4
	Humanities/Fine Arts General Education Course	3
MAT 170	Trigonometry	3
	Total Credits	**63**

Program Learning Outcomes

Students will be able to:

1. Apply basic formulas for electronics and electricity.
2. Apply safe workplace practices.
3. Interpret established symbols and terminology common to the electronic and electrical trade.
4. Function effectively as a member of a technical team.
5. Develop basic trouble shooting techniques for electronic and electrical circuits.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Industrial Electricity (Certificate)

Program Start Date: Fall or Spring Term
Minimum Program Length: 42 academic weeks; 3 terms day or evening; 34 credits
Curriculum Code: 70998

Program Description

Industrial electricity students study electrical theory. They also learn electrical and electronic circuits, motor controls and programmable logic controller fundamentals.

Practical Experience

Students gain experience constructing electrical circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities

Electrical/electronic equipment installer, electronics salesperson, electrical maintenance person, general electrical worker.

Unique Aspects

Courses from this certificate will apply towards an Associate in Applied Science Degree in Industrial Electronics or Automated Manufacturing Technology. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster:

Manufacturing; Transportation, Distribution & Logistics; Architecture & Construction; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	**Course Title**	**Course Code**
1	College Orientation	COL 101*
2	Industrial Computer Techniques	EEM 107
4	AC/DC Circuits I	EEM 117
4	AC/DC Circuits II	EEM 118
3	Control Circuits	EEM 145
4	Motor Control I	EEM 151
4	Motor Control II	EEM 152
3	Introduction to Process Control	EEM 162
3	Electronic Devices I	EEM 201
3	AC Machines	EEM 211
3	Programmable Controllers	EEM 251
34	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
EEM 211	AC Machines	3

Second Semester

Course Code	Course Title	Credit Hours
EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
EEM 152	Motor Controls II	4
EEM 162	Introduction to Process Control	3

Third Semester

Course Code	Course Title	Credit Hours
EEM 145	Control Circuits	3
EEM 201	Electronics Devices	3
EEM 251	Programmable Controllers	3
	Total Credits	**34**

Program Learning Outcomes

Students will be able to:

6. Apply safe workplace practices regarding electricity.
7. Apply basic formulas for electronics and electricity.
8. Develop basic trouble shooting techniques for electronic and electrical circuits.

Industrial Electronics Technology (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 74 academic weeks; 5 terms day; 74 credits
Curriculum Code: **35362**

Program Description

Industrial electronics technology students study electrical and electronic theory. They learn to repair, install and maintain all types of electrical and electronic equipment used in industry.

Practical Experience

Students gain experience using test equipment, operating motor controllers and electronic motors and building electronic circuits. They work with microprocessors, programmable logic controllers and electronic drive systems. Students use computers to solve a number of problems related to electronics and industrial electronic controls.

Professional Opportunities

Electronic technician, plant electrician, biomedical repair technician, electronic equipment repairer, computer maintenance technician.

Unique Aspects

There is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster:

Manufacturing; Transportation, Distribution & Logistics; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry, Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, 205, HSS 205, PSC 201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
3	Automation Networks - Ethernet	AMT 209
2	Industrial Computer Techniques	EEM 107
4	AC/DC Circuits I	EEM 117
4	AC/DC Circuits II	EEM 118
3	Schematics Analysis	EEM 123
3	Control Circuits	EEM 145
4	Motor Control I	EEM 151
4	Motor Control II	EEM 152
3	Introduction to Process Control	EEM 162
3	Electronic Devices I	EEM 201

Credits	Course Title	Course Code
3	Electronic Devices II	EEM 202
3	AC Machines	EEM 211
3	DC/AC Drives	EEM 221
3	Digital Circuits	EEM 231
4	Basic Microprocessors	EEM 240
3	Programmable Controllers	EEM 251
3	Programmable Controllers Applications	EEM 252
3	Technical Troubleshooting	EEM 275
74	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
MAT 155	Contemporary Math	3
EEM 162	Introduction to Process Control	3
EEM 107	Industrial Computer Techniques	2

Second Semester

Course Code	Course Title	Credit Hours
EEM 118	AC/DC Circuits II	4
EEM 152	Motor Controls II	4
MAT 170	Algebra Trigonometry	3
EEM 211	AC Machines	3

Third Semester

Course Code	Course Title	Credit Hours
EEM 201	Electronic Devices I	3
EEM 145	Control Circuits	3
EEM 251	Programmable Controllers	3
ENG 165	Professional Communications	3

Fourth Semester

Course Code	Course Title	Credit Hours
EEM 202	Electronic Devices II	3

Course Code	Course Title	Credit Hours
EEM 221	DC/AC Drives	3
EEM 231	Digital Circuits I	3
EEM 252	Programmable Controller Applications	3
	Social/Behavioral Sciences General Education Course	3

Fifth Semester

Course Code	Course Title	Credit Hours
EEM 123	Schematic Analysis	3
EEM 240	Basic Microprocessors	4
EEM 275	Technical Troubleshooting	3
AMT 209	Automation Networks - Ethernet	3
	Humanities/Fine Arts General Education Course	3
	Total Credits	**74**

Program Learning Outcomes

Students will be able to:

1. Apply the knowledge, techniques, skills, and modern tools to industrial engineering technology activities.
2. Conduct standard tests and measurements.
3. Apply knowledge of mathematics, science, engineering and technology to electrical engineering challenges that require limited application of principles but extensive practical knowledge.
4. Function effectively as a member of a technical team.
5. Demonstrate the ability to conduct, analyze and interpret electrical experiments.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Industrial Repair Technology – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day; 63 credits
Curriculum Code: **35318**

Program Description

The Industrial Repair Technology Program is designed to prepare students for employment in the industrial maintenance field. This program includes theory and skill training in basic electricity, industrial computers, mechanical systems, preventive maintenance and installation.

Professional Experience

Students learn to properly service, maintain, repair and/or install industrial equipment or equipment parts for a wide range of industrial machinery. Problem-solving skills included in the curriculum teach students how to perform routine maintenance, basic diagnostic tests, check performance, and test damaged machine parts to determine whether major repairs are necessary.

Professional Opportunities

Industrial repairer, plant mechanic, machine rebuilder, mechanical technician, machine installer, equipment rigger, millwright, and team leader/ supervisor.

Unique Aspects

This degree allows students to participate in co-op work experiences or take secondary technical electives to learn the skills required in a particular manufacturing industry. Students must complete the Industrial Repair certificate prior to being accepted into this degree. Graduates may apply credits earned in the Industrial Repair degree program as a career ladder program to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Machine Tool, Mechatronics or Production Associate Technology. See a program advisor for details on specific program details.

EEDA Career Cluster:

Manufacturing, Agriculture, Food &Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematic

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, 205, HSS 205, PSC 201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
2	Automated Manufacturing Overview	AMT 101
3	Automation Networks – Ethernet	AMT 209
2	Basic Electricity	EEM 105
2	Industrial Computer Techniques	EEM 107

Credits	Course Title	Course Code
2	Industrial Print Reading	EGT 123
2	Industrial Safety	IMT 102
2	Introduction to Industrial Technology	IMT 108
3	Industrial Instrumentation	IMT 110
2	Benchwork and Assembly	IMT 114
5	Mechanical Installation	IMT 120
2	Pumps	IMT 124
4	Hydraulics & Pneumatics	IMT 131
4	Mechanical Power Applications	IMT 161
12	Secondary Technical Specialty	WLD 106, WLD 113, WLD 115, ACR 101, ACR 106 , ACR 125
63	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
IMT 108	Introduction to Industrial Technology	2
EGT 123	Industrial Print Reading	2
IMT 114	Benchwork and Assembly	2
IMT 110	Industrial Instrumentation	3

Second Semester

Course Code	Course Title	Credit Hours
IMT 131	Hydraulics & Pneumatics	4
IMT 120	Mechanical Installation	5
IMT 161	Mechanical Power Applications	4

Third Semester

Course Code	Course Title	Credit Hours
IMT 102	Industrial Safety	2
AMT 209	Automation Networks – Ethernet	3
IMT 124	Pumps	2
MAT 155	Contemporary Math	3
AMT 101	Automated Manufacturing Overview	2

Fourth Semester

Course Code	Course Title	Credit Hours
ENG 165	Professional Communications	3
MAT 170	Algebra Trigonometry	3
	Secondary Technical Specialty	3
	Secondary Technical Specialty	3

Fifth Semester

Course Code	Course Title	Credit Hours
	Social/Behavioral Science General Education Course	3
	Humanities/Fine Arts	3
	Secondary Technical Specialty	3
	Secondary Technical Specialty	3
	Total Credits	**63**

Program Learning Outcomes

Students will be able to:

1. Demonstrate understanding of the theory and operation of basic industrial systems.
2. Read and understand blueprints and schematic diagrams.
3. Install and connect components and circuits used in basic industrial systems.
4. Function effectively as a member of a technical team.
5. Analyze, test, troubleshoot and repair components and circuits used in basic industrial systems.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Industrial Repair Technology (Certificate)

Program Start Date: Any Term
Minimum Program Length: 42 academic weeks; 3 terms day; 39 credits
Curriculum Code: 71226

Program Description

The Industrial Repair Technology Program is designed to prepare students for employment in the industrial maintenance field. This program includes theory and skill training in basic electricity, industrial computers, mechanical systems, preventive maintenance and installation.

Practical Experience

Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving mechanical systems, equipment, and in an industrial environment. Problem-solving skills included in the curriculum teach students how to perform basic diagnostic tests, check performance, and test damaged machine parts to determine whether major repairs are necessary.

Professional Opportunities

Industrial repairer, plant mechanic, machine rebuilder, mechanical technician, machine installer, equipment rigger, millwright.

Unique Aspects

Graduates can apply credits earned as a career ladder toward a degree and gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology.

EEDA Career Cluster:

Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Contemporary Mathematics	MAT 155
2	Automated Manufacturing Overview	AMT 101
3	Automation Networks – Ethernet	AMT 209
2	Basic Electricity	EEM 105
2	Industrial Computer Techniques	EEM 107
2	Industrial Print Reading	EGT 123
2	Industrial Safety	IMT 102
2	Introduction to Industrial Technology	IMT 108
3	Industrial Instrumentation	IMT 110
2	Benchwork and Assembly	IMT 114
5	Mechanical Installation	IMT 120
2	Pumps	IMT 124
4	Hydraulics & Pneumatics	IMT 131
4	Mechanical Power Applications	IMT 161
39	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
IMT 108	Introduction to Industrial Technology	2
EGT 123	Industrial Print Reading	2
IMT 114	Benchwork and Assembly	2
IMT 110	Industrial Instrumentation	3

Second Semester

Course Code	Course Title	Credit Hours
IMT 131	Hydraulics & Pneumatics	4
IMT 120	Mechanical Installation	5
IMT 161	Mechanical Power Applications	4

Third Semester

Course Code	Course Title	Credit Hours
IMT 102	Industrial Safety	2
AMT 209	Automation Networks – Ethernet	2
IMT 124	Pumps	2
MAT 155	Contemporary Math	3
AMT 101	Automated Manufacturing Overview	2
	Total Credits	**39**

Program Learning Outcomes

Students will be able to:

1. Demonstrate understanding of the theory and operation of basic industrial systems.
2. Read and understand blueprints and schematic diagrams.
3. Install and connect components and circuits used in basic industrial systems.
4. Function effectively as a member of a technical team.
5. Analyze, test, troubleshoot and repair components and circuits used in basic industrial systems.

Mechatronics Technology
(Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms; 72 credits
Curriculum Code: **35371**

Program Description

This program develops students through skills training and academics. Focus is placed on an integrated model approach of analysis and troubleshooting on advanced automated equipment and machinery found in modern manufacturing facilities. The program combines electronic, mechanical, robotics and control systems technologies.

Practical Experience

Students gain experience and skills needed to perform operations, maintenance, systematic troubleshooting, diagnosis, repair, and installation involving electrical, mechanical, robotics, and control systems in a manufacturing environment.

Professional Opportunities

Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate.

EEDA Career Cluster:

Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry & Trig	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, 201, 202, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, 205, HSS 205, PSC 201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
4	AC/DC Circuits I	EEM 117
4	Motor Controls I	EEM 151
2	Industrial Computer Techniques	EEM 107
4	Hydraulics & Pneumatics	IMT 131
3	Robotics & Automated Control I	AMT 105
2	Benchwork and Assembly	IMT 114
2	Industrial Safety	IMT 102
4	Mechanical Power Applications	IMT 161
3	Programmable Controllers	EEM 251
3	AC Machines	EEM 211
3	Electronic Devices I	EEM 201
2	Industrial Print Reading	EGT 123
3	Introduction to Process Control	EEM 162

Credits	Course Title	Course Code
2	Electricity & Automation	AMT 206
3	DC/AC Drives	EEM 221
3	Programmable Controllers Applications	EEM 252
3	Robotics & Automated Controls II	AMT 205
3	Technical Troubleshooting	EEM 275
3	Problem Solving for Mechanical Apps.	IMT 163
72	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

The semester display below applies to students who start in the fall semester, are full-time, and require no transitional coursework. All students are encouraged to follow the recommendation below for the first semester of courses, and then meet with a faculty advisor to plan subsequent semesters

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
EEM 107	Industrial Computer Techniques	2
IMT 131	Hydraulics & Pneumatics	4

Second Semester

Course Code	Course Title	Credit Hours
AMT 105	Robotics & Automated Control I	3
MAT 155	Contemporary Mathematics	3
IMT 102	Industrial Safety	2
IMT 161	Mechanical Power Applications	4
IMT 114	Benchwork and Assembly	2

Third Semester

Course Code	Course Title	Credit Hours
EEM 201	Electronic Devices I	3
EEM 211	AC Machines	3
EEM 251	Programmable Controllers	3
EGT 123	Industrial Print Reading	2
ENG 165	Professional Communications	3

Fourth Semester

Course Code	Course Title	Credit Hours
AMT 206	Electricity & Automation	2
EEM 162	Introduction to Process Control	3
EEM 221	DC/AC Drives	3
EEM 252	Programmable Controller Applications	3
MAT 170	Trigonometry	3

Fifth Semester

Course Code	Course Title	Credit Hours
	Humanities/Fine Arts General Education Course	3
AMT 205	Robotics & Automated Controls II	3
EEM 275	Technical Troubleshooting	3
	Social/Behavioral Science General Education Course	3
IMT 163	Problem Solving for Mechanical Apps	3
	Total Credits	**72**

Program Learning Outcomes

Students will be able to:

1. Demonstrate a logical sequence for isolating problems within a Mechatronics process.
2. Analyze a process control system operation and select the appropriate sensing equipment for that operation.
3. Operate and adjust robots and automated systems equipment.
4. Analyze the operating challenges of an automated system and perform the corrective actions needed.
5. Demonstrate the correct procedure in the breakdown, inspection, and repair of hydraulic and pneumatic equipment.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Mechatronics Technology (Certificate)

Program Start Date: Fall or Spring Term
Minimum Program Length: 32 academic weeks; 2 terms day or evening; 31 credits
Curriculum Code: 71145

Program Description

Mechatronics Technology is an interdisciplinary field involving control systems, electronic systems, computer networks, and mechanical systems that integrates product design and automated manufacturing processes.

Practical Experience

Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving electrical, mechanical and control systems in a manufacturing environment.

Professional Opportunities

Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate.

Unique Aspects

Certificate graduates can apply these earned credits toward an Associate in Applied Science Degree-General Technology with a major in Mechatronics Technology.

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing and Transportation, Distribution and Logistics.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Contemporary Mathematics	MAT 155
3	Robotics & Automated Control I	AMT 105
2	Industrial Computer Techniques	EEM 107
4	AC/DC Circuits I	EEM 117
4	Motor Controls I	EEM 151
2	Industrial Print Reading	EGT 123
2	Industrial Safety	IMT 102
2	Benchwork and Assembly	IMT 114
4	Hydraulics & Pneumatics	IMT 131
4	Mechanical Power Applications	IMT 161
31	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
EEM 107	Industrial Computer Techniques	2
IMT 131	Hydraulics & Pneumatics	4
IMT 102	Industrial Safety	2

Second Semester

Course Code	Course Title	Credit Hours
AMT 105	Robotics & Automated Control I	3
IMT 114	Benchwork and Assembly	2
MAT 155	Contemporary Math	3
IMT 161	Mechanical Power Applications	4
EGT 123	Industrial Print Reading	2
	Total Credits	**31**

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Program and adjust robotic systems equipment.
3. Demonstrate the correct procedure in the breakdown, inspection, and repair of hydraulic and pneumatic equipment.

Process Control Technology (Certificate)

Program Start Date: Fall Term
Minimum Program Length: 48 academic weeks; 3 terms day or evening; 37 credits
Curriculum Code: 71364

Program Description

Process Control Technology is an interdisciplinary field involving control systems, electronic systems, industrial instrumentation, and mechanical systems to automate the control of physical parameters of manufacturing system such as pressure, flow, level, temperature, pH, humidity, and mixing ratios

Practical Experience

Students gain experience and skills needed to perform operations, startup, shutdown, troubleshooting, and installation involving electrical, mechanical, instrumentation, and control systems in a manufacturing environment.

Professional Opportunities

Process Technician, Process Field Operator, Process Control Room Operator, Maintenance Technician, Entry-level Process Technician.

Unique Aspects

Certificate graduates can apply some earned credits toward studies in Mechatronics.

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing & Transportation, Distribution & Logistics

Course Requirements

Credits	**Course Title**	**Course Code**
1	College Orientation	COL 101*
2	Intro to Composite Manufacturing	AMT 121
4	AC/DC Circuits I	EEM 117
3	Intro to Process Control	EEM 162
3	Contemporary Mathematics	MAT 155
2	Health, Safety, and Environment for Process Industry	PCT 131
3	Process Technology-Operations	PCT 132
4	Process Technology-Equipment	PCT 133
3	Process Technology-Instrumentation	PCT 134
2	Process Technology-Basic Measurements	PCT 135
4	Process Technology-Systems	PCT 241
2	Process Technology-Quality	PCT 242
4	Process Technology-Troubleshooting	PCT 243
37	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
PCT 135	Process Technology-Basic Measurements	2
EEM 117	AC/DC Circuits I	4
MAT 155	Contemporary Mathematics	3
PCT 131	Health, Safety, and Environment for Process Industry	2

Second Semester

Course Code	Course Title	Credit Hours
EEM 162	Intro to Process Control	3
PCT 132	Process Technology-Operations	3
PCT 133	Process Technology-Equipment	4
PCT 134	Process Technology-Instrumentation	3

Third Semester

Course Code	Course Title	Credit Hours
AMT 121	Intro to Composite Manufacturing	2
PCT 241	Process Technology-Systems	4
PCT 242	Process Technology-Quality	2
PCT 243	Process Technology-Troubleshooting	4
	Total Credits	**37**

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Operate and adjust process control equipment per industry best practice.
3. Perform basic troubleshooting operations.
4. Demonstrate fundamental concepts of quality control and assessment.
5. Demonstrate startup and shutdown of industrial processes.
6. Adhere to industrial health, safety, and environmental practices.

Production Associate Technology – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day; 65 credits
Curriculum Code: **35318**

Program Description

This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies. The degree provides students with a comprehensive knowledge of advanced manufacturing production processes, equipment, design, and operation.

Practical Experience

The Production Associate Technology- General Technology Degree is intended for students desiring to build upon their skills obtained in the Production Associate I & II certificates to provide additional employable skills and credentials for increased advancement opportunities in the manufacturing industry. Given the variety of manufacturing based companies in this region and advances in industrial machinery and operations, persons with technical skills in this discipline are in high demand. Individuals with this degree and work experience are better equipped to move into maintenance technician and/or team leader positions.

Professional Opportunities

Production associate, production team leader, equipment/ machine operator, assembler/ fabricator, inspector, tester, production supervisor/ manager.

Unique Aspects

This degree allows students to participate in co-op work experiences to learn the skills required in a particular manufacturing industry. Students must complete the Production Associate I and Production Associate II prior to being accepted into this degree. Students may utilize the Production Associate certificate and degree programs as a career ladder program to advance into other more advanced programs such as Industrial Repair, Mechatronics, or Automated Manufacturing Technology.

EEDA Career Cluster:

Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics Architectural & Construction; Science, Technology, Engineering & Mathematics.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, ENG 201, 202, 205, 206, 208, 209, FRE 102, HSS 101, MUS 105, PHI 101, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, 205, HSS 205, PSC 201, 215, PSY 103, 201, 203, 212, SOC 101, 102, 205
2	Automated Manufacturing Overview	AMT 101
3	Manufacturing Workplace Skills	AMT 106
3	Automation Networks – Ethernet	AMT 209

Credits	Course Title	Course Code
3	Survey of Manufacturing Processes	AMT 110
3	Concepts of Lean Manufacturing	AMT 220
3	Co op	CWE 123
4	Co op	CWE 124
4	Co op	CWE 134
4	Co op	CWE 214
2	Basic Electricity	EEM 105
2	Industrial Computer Techniques	EEM 107
2	Industrial Print Reading	EGT 123
2	Precision Measuring Instruments	IMT 103
3	Industrial Instrumentation	IMT 110
2	Benchwork and Assembly	IMT 114
1	MSSC Certification I	IMT 171
1	MSSC Certification II	IMT 172
1	MSSC Certification III	IMT 173
1	MSSC Certification IV	IMT 174
3	Fundamentals of Supervision	MGT 150
65	**TOTAL CREDITS**	

*Or COL 103 *College Skills*. *NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.*

Semester Display

First Semester

Course Code	Course Title	Credit Hours
IMT 171	MSSC Certification I	1
IMT 172	MSSC Certification II	1
AMT 106	Manufacturing Workplace Skills	3
AMT 110	Survey of Manufacturing Processes	3
COL 101	Orientation to College	1
ENG 165	Professional Communications	3

Second Semester

Course Code	Course Title	Credit Hours
IMT 173	MSSC Certification III	1
IMT 174	MSSC Certification IV	1
AMT 101	Automated Manufacturing Overview	2
EEM 105	Basic Electricity	2
IMT 114	Benchwork and Assembly	2
MAT 155	Contemporary Mathematics	3
CWE 123	Co-Op Work Experience	3

Third Semester

Course Code	Course Title	Credit Hours
EGT 123	Industrial Print Reading	2

Course Code	Course Title	Credit Hours
IMT 103	Precision Measuring Instruments	2
	Behavioral/Social Science General Education Course	3
	Co-Op Work Experience	4
EEM 107	Industrial Computer Techniques	2

Fourth Semester

Course Code	Course Title	Credit Hours
IMT 110	Industrial Instrumentation	3
AMT 209	Automation Networks – Ethernet	3
MAT 170	Algebra Trigonometry	3
	Co-Op Work Experience	4

Fifth Semester

Course Code	Course Title	Credit Hours
AMT 220	Concepts of Lean Manufacturing	3
	Humanities/Fine Arts General Education Courses	3
MGT 150	Fundamentals of Supervision	3
	Co-Op Work Experience	4
	Total Credits	**65**

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Identify the relevance and use of personal and plant-wide safety systems and programs that commonly apply to manufacturing systems.
3. Identify the basic principles of industry standard manufacturing quality systems.
4. Recognize and distinguish between common manufacturing processes.
5. Demonstrate the ability to read precise measurement devices.
6. Demonstrate advanced manufacturing entry-level skills.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Production Associate Technology I (Certificate)

Program Start Date: Fall Term
Minimum Program Length: 32 academic weeks; Minimum 1 term day; 18 credits
Curriculum Code: 61031

Program Description

This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies.

Practical Experience

The certificate provides students with knowledge of manufacturing production processes, equipment, design, and operation. Students spend hands-on time working with applications, tools and equipment used in the manufacturing environment.

Professional Opportunities

Production associate, equipment/ machine operator, assembler/fabricator.

Unique Aspects

Students may earn MSSC (Manufacturing Skills Standards Council) nationally recognized certification through this program. Students with existing MSSC certifications may receive advanced standing in the program. Students may utilize the Production Associate certificate and degree programs as a career ladder program to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology.

EEDA Career Cluster:

Manufacturing; Agriculture, Food &Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Contemporary Mathematics	MAT 155
3	Manufacturing Workplace Skills	AMT 106
3	Survey of Manufacturing Processes	AMT 110
2	Industrial Computer Techniques	EEM 107
2	Benchwork and Assembly	IMT 114
1	MSSC Certification I	IMT 171
1	MSSC Certification II	IMT 172
1	MSSC Certification III	IMT 173
1	MSSC Certification IV	IMT 174
18	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
IMT 171	MSSC Certification I	1
IMT 172	MSSC Certification II	1
AMT 106	Manufacturing Workplace Skills	3
AMT 110	Survey of Manufacturing Processes	3
EEM 107	Industrial Computer Techniques	2
MAT 155	Contemporary Mathematics	3

Second Semester

Course Code	Course Title	Credit Hours
IMT 173	MSSC Certification III	1
IMT 174	MSSC Certification IV	1
IMT 114	Benchwork and Assembly	2
	Total Credits	**18**

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Identify the relevance and use of personal and plant-wide safety systems and programs that commonly apply to manufacturing systems.
3. Identify the basic principles of industry standard manufacturing quality systems.
4. Recognize and distinguish between common manufacturing processes.
5. Demonstrate the ability to read precise measurement devices.

Production Associate Technology II (Certificate)

Program Start Date: Spring Term
Minimum Program Length: 58 academic weeks; 4 terms day; 36 credits
Curriculum Code: 71229

Program Description

This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies. This certificate provides students with advanced knowledge of manufacturing production processes, equipment, design, and operation.

Practical Experience

The certificate builds on the Production Associate Technology I certificate and allows students to work as a co-op work experience student at a local manufacturing facility or take technical electives to learn the skills needed in industry. Students spend hands-on time working with applications, tools and equipment used in the manufacturing environment.

Professional Opportunities

Production associate, production leader, equipment/ machine operator, assembler/ fabricator, team leader.

Unique Aspects

Students must complete the Production Technology I certificate prior to being accepted into this certificate since this certificate builds on content from the first certificate. Graduates may utilize the Production Associate certificates as a career ladder program to gain additional credentials in more specific degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology.

EEDA Career Cluster:

Manufacturing; Agriculture, Food &Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
2	Automated Manufacturing Overview	AMT 101
3	Automation Networks – Ethernet	AMT 209
3	Concepts of Lean Manufacturing	AMT 220
3	Co op	CWE 123
4	Co op	CWE 124
4	Co op	CWE 134
4	Co op	CWE 214
2	Basic Electricity	EEM 105
2	Industrial Print Reading	EGT 123
2	Precision Measuring Instruments	IMT 103
3	Industrial Instrumentation	IMT 110
3	Fundamentals of Supervision	MGT 150
36	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
AMT 101	Automated Manufacturing Overview	2
EEM 105	Basic Electricity	2
CWE 124	Co-Op Work Experience	4

Second Semester

Course Code	Course Title	Credit Hours
EGT 123	Industrial Print Reading	2
IMT 103	Precision Measuring Instruments	2
CWE 134	Co-Op Work Experience	4

Third Semester

Course Code	Course Title	Credit Hours
IMT 110	Industrial Instrumentation	3
AMT 209	Automation Networks – Ethernet	3
CWE 214	Co-Op Work Experience	4

Fourth Semester

Course Code	Course Title	Credit Hours
AMT 220	Concepts of Lean Manufacturing	3
MGT 150	Fundamentals of Supervision	3
CWE 123	Co-Op Work Experience	3
	Total Credits	**36**

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Identify the relevance and use of personal and plant-wide safety systems and programs that commonly apply to manufacturing systems.
3. Identify the basic principles of industry standard manufacturing quality systems.
4. Recognize and distinguish between common manufacturing processes.
5. Demonstrate the ability to read precise measurement devices.
6. Demonstrate advanced manufacturing entry-level skills.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Automotive Technology – Automotive Service Technology (Associate Degree in Applied Science)

Program Start Date: Fall Term
Minimum Program Length: 84 academic weeks; 6 terms day; 78 credits
Curriculum Code: **35306**

Program Description

Students learn to diagnose, service, repair and maintain automotive systems, products and components. They learn to use recommended procedures, service publications, special service tools and equipment to properly repair customer vehicles.

Practical Experience

Students use cooperative work experiences at approved automotive service facilities to apply what they have learned in the classroom and lab sessions. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles and become familiar with a repair facility's organization and environment, and learn to work as a member of a team.

Professional Opportunities

Automotive technician, fleet technician, service advisor, shop foreman, service manager.

Unique Aspects

Changes in cooperative work experience sponsors requires the department chair approval.

EEDA Career Cluster:

Transportation, Distribution & Logistics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Human Relations	PSY 103
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 238, FRE 102, FRE 201, FRE 202, GER 102, GER 201, GER 202, HSS 101, HSS 111, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPA 102, SPA 201, SPA 202, SPA 213, SPC 212,THE 101,THE 105
3	Basic Economics	ECO 201
3	Brakes	AUT 111
1	Introductions to Automotive Systems	AUT 160
4	Automotive Electricity	AUT 132

Credits	Course Title	Course Code
4	Cooperative Work Experience I or Automotive Diagnosis & Repair	CWE 114 or AUT 156
3	Heating & Air Conditioning	AUT 142
3	Suspension & Steering	AUT 221
4	Cooperative Work Experience II or Braking Systems	CWE 124 or AUT 112
3	Manual Drive Train/Axle	AUT 115
3	Engine Performance	AUT 145
2	Cooperative Work Experience III	CWE 132
1	Intro to Auto Hazardous Materials	AUT 100
4	Advanced Engine Repair	AUT 107
4	Cooperative Work Experience IV	CWE 214
5	Advance Engine Performance	AUT 245
4	Automotive Electronics	AUT 231
4	Cooperative Work Experience V	CWE 224
5	Automotive Transmission Overhaul	AUT 251
3	Alternative Technology Vehicles	AUT 275
2	Cooperative Work Experience VI	CWE 232
78	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AUT 111	Brakes	3
AUT 160	Introduction to Automotive Technology	1
AUT 132	Automotive Electricity	4
COL 101	College Orientation	1
CWE 114 or AUT 156	Cooperative Work Experience I or Automotive Diagnosis & Repair	4

Second Semester

Course Code	Course Title	Credit Hours
AUT 142	Heating & Air Conditioning	3
AUT 221	Suspension & Steering	3
ENG 165	Professional Communications	3
CWE 124 or AUT 112	Cooperative Work Experience II or Braking Systems	4

Third Semester

Course Code	Course Title	Credit Hours
AUT 115	Manual Drive Train/Axle	3
AUT 145	Engine Performance	3
AUT 100	Intro to Auto Hazardous Materials	1

Course Code	Course Title	Credit Hours
CWE 132	Cooperative Work Experience III	2

Fourth Semester

Course Code	Course Title	Credit Hours
AUT 107	Advanced Engine Repair	4
PSY 103	Human Relations	3
	Humanities/Fine Arts General Education Course	3
CWE 214	Cooperative Work Experience IV	4

Fifth Semester

Course Code	Course Title	Credit Hours
AUT 245	Advance Engine Performance	5
AUT 231	Automotive Electronics	4
MAT 155	Contemporary Mathematics	3
CWE 224	Cooperative Work Experience V	4

Sixth Semester

Course Code	Course Title	Credit Hours
AUT 251	Automatic Transmission Overhaul	5
ECO 201	Basic Economics	3
AUT 275	Alternative Technology Vehicles	3
CWE 232	Cooperative Work Experience VI	2
	Total Credits	**78**

Program Learning Outcomes

Students will be able to:

1. Demonstrate safe shop practices and hazardous material handling.
2. Diagnose and repair systems associated with automotive chassis components.
3. Diagnose and repair assemblies associated with automotive engine and power transmission systems.
4. Diagnose and repair components associated with any electrical and electronic control systems.
5. Diagnose and repair components associated with any accessory and ergonomic systems.
6. Communicate clearly using written, verbal, and electronic means.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Automotive Technology – Ford ASSET (Associate Degree in Applied Science)

Program Start Date: Fall Term
Minimum Program Length: 84 academic weeks; 6 terms day; 81 credits
Curriculum Code: **35306**

Program Description

Ford ASSET (Automotive Student Service Educational Training) students learn to diagnose, service, and maintain Ford and Lincoln-Mercury automotive products and components. They learn to use recommended procedures, special service tools and equipment, and Ford service publications.

Practical Experience

Students use cooperative work experiences at sponsoring Ford or Lincoln dealerships to apply what they have learned in the classroom and lab. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles, become familiar with a dealership's organization and environment, and learn to work as a member of a team.

Professional Opportunities

Automotive technician, service advisor, shop foreman, service manager.

Unique Aspects

They must have a Ford Motor Company approved dealership as a sponsor. Completion of cooperative work experiences and maintaining sponsorship at the sponsoring dealership is a program requirement. The Ford ASSET program is a NATEF certified master automobile training program.

EEDA Career Cluster:

Transportation, Distribution & Logistics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Basic Economics	ECO 201
3	Human Relations	PSY 103
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 238, FRE 102, FRE 201, FRE 202, GER 102, GER 201, GER 202, HSS 101, HSS 111, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPA 102, SPA 201, SPA 202, SPA 213, SPC 212,THE 101,THE 105
3	Brakes	AUT 111
1	Introductions to Automotive Systems	AUT 160
4	Automotive Electricity – Industry Certification	AUT 130
4	Cooperative Work Experience I	CWE 114
3	Heating & Air Conditioning	AUT 142
3	Suspension & Steering	AUT 221
3	Diesel Engines	DHM 105

Credits	Course Title	Course Code
4	Cooperative Work Experience II	CWE 124
3	Manual Drive Train/Axle	AUT 115
3	Engine Performance	AUT 145
2	Cooperative Work Experience III	CWE 132
1	Intro to Auto Hazardous Materials	AUT 100
4	Advanced Engine Repair	AUT 107
4	Cooperative Work Experience IV	CWE 214
5	Advance Engine Performance	AUT 245
4	Automotive Electronics	AUT 231
4	Cooperative Work Experience V	CWE 224
5	Automotive Transmission Overhaul	AUT 251
3	Alternative Technology Vehicles	AUT 275
2	Cooperative Work Experience VI	CWE 232
81	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AUT 111	Brakes	3
AUT 160	Introduction to Automotive Technology	1
AUT 130	Automotive Electricity – Industry Certification	4
COL 101	College Orientation	1
CWE 114	Cooperative Work Experience I	4

Second Semester

Course Code	Course Title	Credit Hours
AUT 142	Heating & Air Conditioning	3
AUT 221	Suspension & Steering	3
ENG 165	Professional Communications	3
CWE 124	Cooperative Work Experience II	4

Third Semester

Course Code	Course Title	Credit Hours
AUT 115	Manual Drive Train/Axle	3
AUT 145	Engine Performance	3
AUT 100	Intro to Auto Hazardous Materials	1
CWE 132	Cooperative Work Experience III	2

Fourth Semester

Course Code	Course Title	Credit Hours
DHM 105	Diesel Engines	3
AUT 107	Advanced Engine Repair	4
PSY 103	Human Relations	3
	Humanities/Fine Arts General Education Course	3
CWE 214	Cooperative Work Experience IV	4

Fifth Semester

Course Code	Course Title	Credit Hours
AUT 245	Advance Engine Performance	5
AUT 231	Automotive Electronics	4
MAT 155	Contemporary Mathematics	3
CWE 224	Cooperative Work Experience V	4

Sixth Semester

Course Code	Course Title	Credit Hours
AUT 251	Automatic Transmission Overhaul	5
ECO 201	Basic Economics	3
AUT 275	Alternative Technology Vehicles	3
CWE 232	Cooperative Work Experience VI	2
	Total Credits	**81**

Program Learning Outcomes

Students will be able to:

1. Demonstrate safe shop practices and hazardous material handling.
2. Diagnose and repair systems associated with automotive chassis components.
3. Diagnose and repair assemblies associated with automotive engine and power transmission systems.
4. Diagnose and repair components associated with any electrical and electronic control systems.
5. Diagnose and repair components associated with any accessory and ergonomic systems.
6. Communicate clearly using written, verbal, and electronic means.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Ford MLR (Maintenance and Light Repair) (Certificate)

Program Start Date: Fall Term
Minimum Program Length: 42 academic weeks; 3 terms day or evening; 23 credits
Curriculum Code: 60727

Program Description

Ford Maintenance and Light Repair students learn theory of operation and diagnosis/repair of Ford automotive brake, electrical, air conditioning, steering and suspension systems.

Practical Experience

Students gain experience and skills needed to perform regular maintenance, minor repairs, and parts installation on Ford automobiles and light trucks. Specifically, students would gain skills and earn Ford certification in brake systems, climate control systems, steering and suspension systems, and basic electrical systems.

Professional Opportunities

Ford Light Line Technician, maintenance technician, entry-level technician, Quick Lane® service technician.

Unique Aspects

Certificate graduates may transfer into the Ford ASSET program with advanced standing. Graduates earn 25 percent of Ford STST (Service Technicians Specialty Training) credentials.

EEDA Career Cluster:

Transportation, Distribution & Logistics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Brakes	AUT 111
1	Introductions to Automotive Systems	AUT 160
4	Automotive Electricity – Industry Certification	AUT 130
3	Heating & Air Conditioning	AUT 142
3	Suspension & Steering	AUT 221
4	Automotive Diagnosis & Repair OR Cooperative Work Exper. I	AUT 156 or CWE 114
4	Braking Systems OR Cooperative Work Experience II	AUT 112 or CWE 124
23	**TOTAL CREDITS**	

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
AUT 130	Automotive Electricity – Industry Certification	4
AUT 160	Introduction to Automotive Technology	1
AUT 111	Brakes	3
AUT 156 or CWE 114	Automotive Diagnosis & Repair or Cooperative Work Experience I	4

Second Semester

Course Code	Course Title	Credit Hours
AUT 142	Heating & Air Conditioning	3
AUT 221	Suspension & Steering	3
AUT 112 or CWE 124	Braking Systems or Cooperative Work Experience II	4
	Total Credits	**23**

Program Learning Outcomes

Students will be able to:

1. Demonstrate safe shop practices.
2. Diagnose and repair systems associated with automotive chassis components.
3. Diagnose and repair components associated with any electrical and electronic control systems.

Heating, Ventilation, Air Conditioning, and Refrigeration Technology – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day; 67 credits
Curriculum Code: **35318**

Program Description

Students will complete a primary specialty in HVAC and minor in a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience repairing HVAC systems, designing heating and AC systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities

HVAC sales representative, HVAC or electrical controls technician.

Unique Aspects

Students must be a graduate of an HVAC certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

EEDA Career Cluster:

Architecture & Construction; Manufacturing

Course Requirements

Credits	Course Title	Course Code
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Social Science	ANT 101, ECO 201, ECO 210, ECO 211, GEO 101, GEO 102, HIS 101, HIS 102, HIS 104, HIS 105, HIS 115, HIS 201, HIS 202, HSS 205, PSC 201, PSC 215, PSC 220, PSY 103, PSY 201, SOC 101
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 228, HSS 101, MUS 105, PHI 101, PHI 105, PHI 110, REL 101, REL 104, REL 105, REL 201, SPC 209, SPC 212, THE 101
3	Algebra, Geometry & Trigonometry	MAT 170
1	College Orientation	COL 101*
5	Fundamentals of Refrigeration	ACR 101
4	Basic Electricity HVAC	ACR 106
4	Heating Fundamentals	ACR 110
4	Basic Air Conditioning	ACR 120
3	Air Conditioning Fundamentals	ACR 118
4	Domestic Refrigeration	ACR 130
3	Automated Controls	ACR 140
1	EPA 608 Certification Preparation	ACR 175
4	Heat Pumps	ACR 210
2	Residential Load Calculations	ACR 221
2	Codes and Ordinances	ACR 224

Credits	Course Title	Course Code
3	Advanced Automatic Controls	ACR 240
12	Secondary Electives	IMT 102, IMT 114, IMT 131, IMT 163, EEM 107, EEM 117, EEM 118, EEM 151, EEM 152, EEM 211
67	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity HVAC	4
ACR 118	Air Conditioning Fundamentals	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
ACR 110	Heating Fundamentals	4
ACR 130	Domestic Refrigeration	4
ACR 140	Automated Controls	3
ACR 210	Heat Pumps	4

Third Semester

Course Code	Course Title	Credit Hours
ACR 120	Basic Air Conditioning	4
ACR 175	EPA 608 Certification Preparation	1
ACR 221	Residential Load Calculations	2
ACR 224	Codes and Ordinances	2
ACR 240	Advanced Automatic Controls	3

Fourth Semester

Course Code	Course Title	Credit Hours
MAT 155	Contemporary Mathematics	3
	Social Science	3
	Secondary Technical Specialty	3
	Secondary Technical Specialty	3

Fifth Semester

Course Code	Course Title	Credit Hours
ENG 165	Professional Communications	3
MAT 170	Algebra, Geometry & Trigonometry	3
	Humanities/Fine Arts Requirements	3
	Secondary Technical Specialty	3
	Secondary Technical Specialty	3
	Total Credits	**67**

Program Learning Outcomes

Students will be able to:

1. Demonstrate professional behavior and customer-related business skills as related to the HVAC industry.
2. Compose and format business documents (e.g., customer tickets, summaries, job reports).
3. Evacuate, charge and recover refrigerant from Air Conditioning and Refrigeration systems.
4. Calculate residential heat loss and heat gain.
5. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Heating, Ventilation, Air Conditioning, and Refrigeration Technology (Certificate)

Program Start Date: Fall
Minimum Program Length: 42 academic weeks; 3 terms day or evening; 40 credits
Curriculum Code: **70806**

Program Description

Heating, ventilation, air conditioning and refrigeration students learn skills to repair, install and maintain domestic, commercial and industrial HVAC equipment and controls.

Practical Experience

Students gain experience repairing HVAC systems, designing heating and AC systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities

HVAC sales representative, HVAC or electrical controls technician.

Unique Aspects

Courses from this certificate will apply towards an Associate in Applied Science Degree General Technology with a primary specialty in HVAC-R.

EEDA Career Cluster:

Architecture & Construction; Manufacturing

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
5	Fundamentals of Refrigeration	ACR 101
4	Basic Electricity HVAC	ACR 106
4	Heating Fundamentals	ACR 110
3	Air Conditioning Fundamentals	ACR 118
4	Basic Air Conditioning	ACR 120
4	Domestic Refrigeration	ACR 130
3	Automated Controls	ACR 140
1	EPA 608 Certification Preparation	ACR 175
4	Heat Pumps	ACR 210
2	Residential Load Calculations	ACR 221
2	Codes and Ordinances	ACR 224
3	Advanced Automatic Controls	ACR 240
40	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1

Course Code	Course Title	Credit Hours
ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity HVAC	4
ACR 118	Air Conditioning Fundamentals	3

Second Semester

Course Code	Course Title	Credit Hours
ACR 110	Heating Fundamentals	4
ACR 130	Domestic Refrigeration	4
ACR 140	Automated Controls	3
ACR 210	Heat Pumps	4

Third Semester

Course Code	Course Title	Credit Hours
ACR 120	Basic Air Conditioning	4
ACR 175	EPA 608 Certification Preparation	1
ACR 221	Residential Load Calculations	2
ACR 224	Codes and Ordinances	2
ACR 240	Advanced Automatic Controls	3
	Total Credits	**40**

Program Learning Outcomes

Students will be able to:

1. Demonstrate professional behavior and customer-related business skills as related to the HVAC industry.
2. Compose and format business documents (e.g., customer tickets, summaries, job reports).
3. Evacuate, charge and recover refrigerant from Air Conditioning and Refrigeration systems.
4. Calculate residential heat loss and heat gain.

Machine Tool Technology (Associate Degree in Applied Science)

Program Start Date: Fall, Spring
Minimum Program Length: 74 academic weeks; 5 terms day; 69 credits
Curriculum Code: **35370**

Program Description

Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading, drafting, metals and heat treatment, precision measuring equipment, and computer numerical control (CNC).

Practical Experience

Students gain experience in reading blueprints and in setting up and operating standard machine tools and CNC machines to produce precision metal parts.

Professional Opportunities

Maintenance machinist, tool room machinist, CNC operator, tool and die maker, tool and die repairer, CNC set up and programmer.

Unique Aspects

The completion of this program will prepare students to pursue national credentials. The Machine Tool Technology Program adheres to the credentialing requirements of the National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, Phone (703) 352-4971

EEDA Career Cluster:

Manufacturing

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry, Trigonometry	MAT 170
3	Humanities/Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 228, HSS 101, MUS 105, PHI 101, 105, 110, REL 101, 104, 105, 201, SPC 209, 212, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, GEO 102, HIS 101, 102, 104, 105, 115, 201, 202, 205, HSS 205, PSC 201, 215, 220, PSY 103, 201, SOC 101
5	Machine Tool Theory & Practice II	MTT 112
5	Machine Tool Theory & Practice III	MTT 113
3	Precision Machining II	MTT 152
3	Precision Machining III	MTT 153
3	Introduction to CAM	MTT 249
3	Principles of CNC	MTT 250
4	CNC Set-Up and Operations	MTT 252
3	CNC Programming I	MTT 254
3	CNC Programming II	MTT 255
3	Machine Tool CAM	MTT 258
3	Operation & Programming of CMM	MTT 270
4	NIMS Level I Capstone	MTT 285

Credits	Course Title	Course Code
3	Print Reading	EGT 104
2	Advanced Print Reading & Sketching	EGT 108
3	Fundamentals of CAD	EGT 152
3	Principles of Parametric CAD	EGT 245
69	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
MTT 152	Precision Machining II	3
MTT 153	Precision Machining III	3
EGT 104	Blueprint Reading	3
EGT 152	Fundamentals of CAD	3
MAT 155	Contemporary Mathematics	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
MTT 112	Machine Tool Practice and Theory II	5
MTT 250	Principles of CNC	3
EGT 108	Advanced Print Reading	2
EGT 245	Principles of Parametric CAD	3
MAT 170	Algebra, Geometry, and Trigonometry	3

Third Semester

Course Code	Course Title	Credit Hours
MTT 113	Machine Tool Practice and Theory III	5
MTT 252	CNC Set-Up and Operations	4
MTT 270	Operation & Programming of CMM	3

Fourth Semester

Course Code	Course Title	Credit Hours
MTT 249	Introduction to CAM	3
MTT 254	CNC Programming I	3
MTT 285	NIMS Level I Capstone	4
ENG 165	Professional Communications	3

Fifth Semester

Course Code	Course Title	Credit Hours
MTT 255	CNC Programming II	3
MTT 258	Machine Tool CAM	3
	Approved Humanities/Fine Arts Requirement	3
	Approved Social/Behavioral Science Requirement	3
	Total Credits	**69**

Program Learning Outcomes

Students will be able to:

1. Demonstrate the ability to speak publicly, listen actively, and respond effectively.
2. Manufacture machined projects using logic, information retrieval and related technology.
3. Apply industry related mathematics needed to perform job related tasks.
4. Machine parts to industry standards of tolerance and finish using manual machine tools.
5. Machine parts to industry standards of tolerance and finish using computer numerical controlled machine tools.

Machine Tool Technology (Certificate)

Program Start Date: Fall
Minimum Program Length: 42 academic weeks; 3 terms evening; 35 credits
Curriculum Code: 70960

Program Description

Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading, and precision measuring equipment.

Practical Experience

Students gain experience in reading blueprints and in setting up and operating standard machine tools and CNC machines to produce precision metal parts.

Professional Opportunities

Maintenance machinist, machinist, machine operator and quality control inspector.

Unique Aspects

Courses from this program will apply towards an Associate in Applied Science Degree in Machine Tool Technology. The Machine Tool Technology Program adheres to the credentialing requirements of the National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, Phone (703) 352-4971.

EEDA Career Cluster:

Manufacturing

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Contemporary Mathematics	MAT 155
3	Algebra, Geometry, Trigonometry	MAT 170
3	Precision Machining II	MTT 152
3	Precision Machining III	MTT 153
5	Machine Tool Theory & Practice II	MTT 112
5	Machine Tool Theory & Practice III	MTT 113
3	Principles of CNC	MTT 250
4	CNC Set-Up & Operations	MTT 252
3	Print Reading	EGT 104
2	Advanced Print Reading & Sketching	EGT 108
35	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1

Course Code	Course Title	Credit Hours
MTT 152	Precision Machining II	3
MTT 153	Precision Machining III	3
EGT 104	Blueprint Reading	3
MAT 155	Contemporary Mathematics	3

Second Semester

Course Code	Course Title	Credit Hours
MTT 112	Machine Tool Practice and Theory II	5
EGT 108	Advanced Print Reading	2
MTT 250	Principles of CNC	3
MAT 170	Algebra, Geometry, and Trigonometry	3

Third Semester

Course Code	Course Title	Credit Hours
MTT 113	Machine Tool Practice and Theory III	5
MTT 252	CNC Set-Up & Operations	4
	Total Credits	**35**

Program Learning Outcomes

Students will be able to:

1. Manufacture machined projects using logic, information retrieval and related technology.
2. Apply industry related mathematics needed to perform job related tasks.
3. Machine parts to industry standards of tolerance and finish using manual machine tools.

Welding - General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day; 62 credits
Curriculum Code: **35318**

Program Description

Students will complete a primary technical specialty in Welding and a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities

Welder, fitter and fabricator

Unique Aspects

Students will complete all welding courses required by the certificate program and being aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals plus completing 15 credit hours of general education courses to fulfill degree requirements.

EEDA Career Cluster:

Manufacturing

Course Requirements

Credits	Course Title	Course Code
3	Professional Communications	ENG 165
3	Contemporary Mathematics	MAT 155
3	Social Science	ANT 101, ECO 201, ECO 210, ECO 211, GEO 101, GEO 102, HIS 101, HIS 102, HIS 104, HIS 105, HIS 115, HIS 201, HIS 202, HSS 205, PSC 201, PSC 215, PSC 220, PSY 103, PSY 201, SOC 101
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 228, HSS 101, MUS 105, PHI 101, PHI 105, PHI 110, REL 101, REL 104, REL 105, REL 201, SPC 209, SPC 212, THE 101
3	Algebra, Geometry, & Trigonometry	MAT 170
1	College Orientation	COL 101*
1	Print Reading I	WLD 103
1	Print Reading II	WLD 105
4	Gas & Arc Welding	WLD 106
3	Gas Metal Arc Welding II	WLD 109
4	Arc Welding III	WLD 115
4	Specialized Arc Welding	WLD 117
4	Inert Gas Welding/Ferrous	WLD 132
4	Pipe Fitting & Welding	WLD 154
3	Advanced Pipe Welding	WLD 208
2	Destructive Testing	WLD 212
4	Inert Gas Welding Pipe I	WLD 228

Credits	Course Title	Course Code
12	Secondary Technical Specialties	MTT 112, MTT 152, MTT 153, MTT 250, EGT 104, ACR 101, ACR 106, ACR 118
62	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
WLD 103	Print Reading I	1
WLD 105	Print Reading II	1
WLD 106	Gas & Arc Welding	4
WLD 115	Arc Welding III	4
WLD 212	Destructive Testing	2

Second Semester

Course Code	Course Title	Credit Hours
WLD 117	Specialized Arc Welding	4
WLD 132	Inert Gas Welding/Ferrous	4
WLD 154	Pipe Fitting & Welding	4

Third Semester

Course Code	Course Title	Credit Hours
WLD 208	Advanced Pipe Welding	3
WLD 228	Inert Gas Welding Pipe I	4

Fourth Semester

Course Code	Course Title	Credit Hours
MAT 155	Contemporary Mathematics	3
ENG 165	Professional Communications	3
	Secondary Technical Specialty	4
	Secondary Technical Specialty	4

Fifth Semester

Course Code	Course Title	Credit Hours
WLD 109	Gas Metal Arc Welding II	3
MAT 170	Algebra, Geometry, & Trigonometry	3
	Social Science	3
	Humanities/Fine Arts General Education Course	3
	Secondary Technical Specialty	4
	Total Credits	**62**

Program Learning Outcomes

Students will be able to:

1. Demonstrate proficiency in the entry level skill sets of the welding profession.
2. Demonstrate proficiency in the four main processes of welding (SMAW, GTAW, GMAW and FCAW).
3. Identify and select appropriate consumables based on the specific welding process used.
4. Interpret basic blueprints and specifications in the welding and pipefitting field.
5. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Welding (Certificate)

Program Start Date: Fall or Spring
Minimum Program Length: 42 academic weeks; 32 credits
Curriculum Code: **70319**

Program Description
Welding students acquire skills in safety and gas, electric arc, MIG and TIG welding.

Practical Experience
Students gain experience in cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities
Welder, fitter and fabricator

Unique Aspects
Courses from this certificate will apply towards an Associate in Applied Science Degree-General Technology with a major in Welding.

EEDA Career Cluster:
Manufacturing

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
1	Print Reading I	WLD 103
1	Print Reading II	WLD 105
4	Gas & Arc Welding	WLD 106
4	Arc Welding III	WLD 115
4	Specialized Arc Welding	WLD 117
4	Inert Gas Welding/Ferrous	WLD 132
4	Pipe Fitting & Welding	WLD 154
3	Advanced Pipe Welding	WLD 208
2	Destructive Testing	WLD 212
4	Inert Gas Welding Pipe I	WLD 228
32	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
WLD 103	Print Reading I	1
WLD 105	Print Reading II	1
WLD 106	Gas & Arc Welding	4
WLD 115	Arc Welding III	4
WLD 212	Destructive Testing	2

Second Semester

Course Code	Course Title	Credit Hours
WLD 117	Specialized Arc Welding	4
WLD 132	Inert Gas Welding/Ferrous	4
WLD 154	Pipe Fitting & Welding	4

Third Semester

Course Code	Course Title	Credit Hours
WLD 208	Advanced Pipe Welding	3
WLD 228	Inert Gas Welding Pipe I	4
	Total Credits	**32**

Program Learning Outcomes

Students will be able to:

1. Demonstrate proficiency in the entry level skill sets of the welding profession.
2. Demonstrate proficiency in the four main processes of welding (SMAW, GTAW, GMAW and FCAW).
3. Identify and select appropriate consumables based on the specific welding process used.
4. Interpret basic blueprints and specifications in the welding and pipefitting field.

School of Business

You have a variety of programs from which to choose within SCC's School of Business. Whether you plan to become an administrative professional, work in accounting or start your management studies at SCC and transfer to a four-year college, School of Business offers what you need to succeed.

Accounting
- Accounting AAS Degree
- Accounting with Information System Electives AAS Degree
- Accounting Specialist Certificate

Administrative Office Technology
- Administrative Office Technology AAS Degree
- Administrative Office Technology with Legal Electives AAS Degree
- Administrative Office Technology – Medical AAS Degree
- Administrative Office Technology – Medical with Coding & Reimbursement Electives AAS Degree
- Administrative Support Specialist Certificate

Management
- Entrepreneurship Certificate
- Logistics Certificate
- Management AAS Degree
- Management with Fire Service Electives AAS Degree
- Management with Information Technology Electives AAS Degree
- Management with Marketing Electives AAS Degree

Culinary Arts
- Culinary – General Technology AAS Degree
- Culinary Certificate

University Transfer

Designed to provide students with their freshman and sophomore years of a typical bachelor's degree through an Associate in Arts or Associate in Sciences degree earned at SCC. Upon completion, students can transfer eligible credits to another college or university. Several specialized transfer tracks are available. See University Transfer section for more.

Accounting Specialist (Certificate)

Program Start Date: Fall or spring terms
Minimum Program Length: 32 academic weeks; 2 terms day, 3 terms evening; 28 credits
Curriculum Code: 70922

Program Description

Accounting specialist students develop basic accounting skills to analyze, record, summarize and report accounting information. A comprehensive study of payroll accounting procedures, individual income tax procedures, Excel spreadsheet applications, and computerized accounting software applications are included. Students focus on communication, general office procedures and professional development.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using Excel spreadsheets, and perform accounting applications using integrated accounting software. Projects are assigned that simulate actual applications in today's offices, allowing students to develop individual software skills. Effective communication, team building and problem-solving skills will be stressed.

Professional Opportunities

Accounting clerk, payroll clerk, bookkeeper, billing clerk, accounts receivable clerk, accounts payable clerk, office assistant, inventory control clerk, administrative specialist and tax preparer.

Unique Aspects

Graduates of this program may transfer credits into the Accounting associate degree program.

EEDA Career Cluster:

Government & Public Administration; Business, Management & Administration; Finance

Course Requirements

Credits	Course Title	Course Code
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Individual Tax Procedures	ACC 124
3	Payroll Accounting	ACC 150
3	Integrated Accounting Software	ACC 246
3	Personal Finance	BAF 101
3	Business Law	BUS 121
1	College Orientation	COL 101*
3	Introduction to Computers	CPT 101
3	Management Spreadsheets	MGT 206
28	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BAF 101	Personal Finance**	3
BUS 121	Business Law I**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
ACC 124	Individual Tax Procedures**	3
ACC 150	Payroll Accounting**	3
ACC 246	Integrated Accounting Software**	3
MGT 206	Management Spreadsheets**	3
	Total Credits	**28**

**A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Perform all functions of an accounting cycle by using a double entry accounting system.
2. Create financial statements and schedules in accordance with generally accepted accounting principles.
3. Apply the conceptual framework of accounting under state and federal laws.
4. Analyze and record financial transactions in a computerized general ledger system.

Accounting with Information System Electives (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening; 64 credits
Curriculum Code: 35002

Program Description

Accounting with Information System Electives students develop the skills to analyze, record, summarize, and report accounting information, while also being able to generate reports from and maintain data within a standard database. A comprehensive study of financial and managerial software applications, basic programming and databases will include standard accounting principles, cost and budget analysis, automated accounting systems, corporate governance requirements, and financial reporting requirements.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer, public accountant, database technician, information system technician, computer technician, and financial database analyst.

Unique Aspects

The rationale for the Accounting with Information System Electives program is to fulfill the business community's need for employees who can effectively handle a medium to large database while also possessing the skills to understand the financial requirements for the organization. Students will also be knowledgeable of security requirements for the database and new regulatory requirements related to corporate governance and financial reporting.

EEDA Career Cluster:

Government & Public Administration; Business, Management and Administration; Finance

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Intermediate Accounting I	ACC 201
3	Cost Accounting I	ACC 230
3	Integrated Accounting Software	ACC 246
3	Not-for-Profit Accounting	ACC 265
3	Selected Topics in Accounting	ACC 275
3	Personal Finance	BAF 101

Credits	Course Title	Course Code
3	Business Law I	BUS 121
3	Introduction to Computers	CPT 101
3	Management Spreadsheets	MGT 206
3	Systems and Procedures	CPT 264
12	Information System electives	CPT 202, CPT 242, CPT 244, CPT 282, IST 166, IST 222
64	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BAF 101	Personal Finance**	3
BUS 121	Business Law I**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
MGT 206	Management Spreadsheets**	3
CPT 264	Systems and Procedures**	3
ECO 210	Macroeconomics**	3
ENG 102	English Composition II	3
	Approved CPT/IST elective**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 201	Intermediate Accounting I**	3
ACC 230	Cost Accounting I**	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	Approved CPT/IST elective**	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 246	Integrated Accounting Software**	3
ACC 265	Not-for-Profit Accounting**	3
ACC 275	Selected Topics in Accounting**	3
	Approved CPT/IST elective**	3
	Approved CPT/IST elective**	3
	Total Credits	**64**

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Perform all functions of an accounting cycle by using a double-entry accounting system.
2. Create financial statements and schedules in accordance with generally accepted accounting principles (GAAP).
3. Interpret and analyze financial and managerial information for decision making.
4. Construct a new information system based on needs analysis.
5. Demonstrate ability to speak publicly, listen actively, and respond effectively.

Accounting (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening; 64 credits
Curriculum Code: 35002

Program Description

Accounting students develop the skills to analyze, record, summarize and report accounting information. A comprehensive study of financial and managerial applications will include individual income tax procedures, cost and budget analysis and automated accounting systems. Students learn techniques in standard costing, variance analysis and inventory management.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis.

Professional Opportunities

Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer and public accountant.

EEDA Career Cluster:

Government & Public Administration; Business, Management and Administration; Finance

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Individual Tax Procedures	ACC 124
3	Payroll Accounting	ACC 150
3	Intermediate Accounting I	ACC 201
3	Intermediate Accounting II	ACC 202
3	Business Taxation	ACC 224
3	Cost Accounting I	ACC 230
3	Integrated Accounting Software	ACC 246
3	Not-for-Profit Accounting	ACC 265
3	Selected Topics in Accounting	ACC 275
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Introduction to Computers	CPT 101
3	Management Spreadsheets	MGT 206
3	Principles of Management	MGT 101
64	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BAF 101	Personal Finance**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
BUS 121	Business Law I**	3
MGT 101	Principles of Management**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
ACC 124	Individual Tax Procedures**	3
ACC 150	Payroll Accounting**	3
MGT 206	Management Spreadsheets**	3
ECO 210	Macroeconomics**	3
ACC 246	Integrated Accounting Software**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 201	Intermediate Accounting I**	3
ACC 224	Business Taxation**	3
ACC 230	Cost Accounting I**	3
ENG 101	English Composition I**	3
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 202	Intermediate Accounting II**	3
ENG 102	English Composition II	3
ACC 265	Not-for-Profit Accounting**	3
ACC 275	Special Topics in Accounting**	3
MAT 120	Probability and Statistics	3
	Total Credits	**64**

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Perform all functions of an accounting cycle by using a double-entry accounting system.
2. Create financial statements and schedules in accordance with generally accepted accounting principles (GAAP).
3. Interpret and analyze financial and managerial information for decision making.
4. Apply the conceptual framework of accounting under state and federal laws.
5. Analyze and record financial transactions in a computerized general ledger system.
6. Demonstrate ability to speak publicly, listen actively, and respond effectively.

Administrative Office Technology (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening; 64 credits
Curriculum Code: 35007

Program Description

Administrative Office Technology students develop basic and advanced skills in microcomputer word processing, desktop publishing, spreadsheet, web page and database design and maintenance. Students focus on communication, accounting, general office procedures, and professional development and office management skills.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in business and industry and case studies to develop office supervision skills. Projects simulate actual applications in today's offices, allowing students to develop advanced individual and integrated software application skills. Students develop effective communication, team-building and problem-solving skills. Students are required to complete practical work experience in a local business office.

Professional Opportunities

Administrative assistant, executive assistant, office manager, administrative professional.

Unique Aspects

This program prepares students for the Microsoft Office Specialist certification. The college offers experiential learning credit opportunities for students who have successfully passed the Certified Administrative Professional (CAP) examination. Students are encouraged to contact the Business Technologies department chair for more information.

EEDA Career Cluster:

Law, Public Safety, Corrections & Security; Marketing, Sales & Services; Business, Management & Administration; Human Services

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
3	Humanities/Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 228, HSS 101, MUS 105, PHI 101, 105, 110, REL 101, 104, 105, 201, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSC 220, PSY 201, SOC 101
3	Mathematics	MAT 103
3	Public Speaking	SPC 205
3	Accounting Concepts	ACC 111
3	Integrated Accounting Software	ACC 246
3	Keyboarding	AOT 105
3	Professional Development	AOT 133
3	Business Communications	BUS 130
3	Office Procedures I	AOT 141
3	Advanced Office Procedures II	AOT 142
3	Service Culture Development	BUS 152

Credits	Course Title	Course Code
3	Office Simulation	AOT 254
3	Office Word Processing Applications	AOT 260
3	Office Spreadsheet Applications	AOT 261
3	Office Database Applications	AOT 263
3	Business Law I	BUS 121
3	Introduction to Computers	CPT 101
3	Cooperative Work Experience II	CWE 123
3	Principles of Management	MGT 101
64	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AOT 105	Keyboarding**	3
BUS 130	Business Communications**	3
AOT 141	Office Procedures**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
BUS 152	Service Culture Development**	3

Second Semester

Course Code	Course Title	Credit Hours
AOT 142	Office Procedures II**	3
AOT 260	Office Word Processing Applications**	3
AOT 261	Office Spreadsheet Applications**	3
AOT 263	Office Database Applications**	3
MAT 103	Quantitative Reasoning	3
ENG 101	English Composition I	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 111	Accounting Concepts**	3
AOT 133	Professional Development**	3
AOT 254	Office Simulation**	3
BUS 121	Business Law**	3
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 246	Integrated Accounting Software**	3
CWE 123	Cooperative Work Experience**	3
MGT 101	Principles of Management**	3
	Humanities/Fine Arts General Education Course	3
	Social/Behavioral Science General Education Course	3
	Total Credits	**64**

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Role-play customer service scenarios.
3. Compose and format business documents using software tools.
4. Demonstrate computer, office equipment and keyboarding proficiency.
5. Prepare and revise written communication.
6. Demonstrate ability to speak publicly, listen actively, and respond effectively.

Administrative Office Technology with Legal Electives (Associate Degree in Applied Science)

Program Start Date: Fall term
Minimum Program Length: 64 academic weeks; 4 terms (day only); 64 credits
Curriculum Code: 35007

Program Description

Administrative Office Technology with Legal Electives students develop skills to prepare for employment as general office professionals in the legal field. Students will be provided with the fundamentals of basic legal and administrative skills used in the legal office environment.

Practical Experience

Students are given an opportunity to train in a legal office environment, learn how to assist attorneys/paralegals and their clients and successfully handle legal office work requirements. Projects in filing, legal document applications, legal software and basic clerical skills are assigned. Simulations, shadowing experiences and field trips also help to enrich the student's training. Effective communication, team building and problem-solving skills will be stressed. Students are required to complete practical work experience in a local law firm or corporate legal department

Professional Opportunities

Patent office administrative assistant, contracts, administrative assistance, office administrator, legal office assistant and general office assistant.

Unique Aspects

This program prepares students for the Accredited Legal Professional (ALP) certification.

EEDA Career Cluster:

Law, Public Safety, Corrections & Security; Government and Public Administration

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
3	American Government	PSC 201
3	Humanities/Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 228, HSS 101, MUS 105, PHI 101, 105, 110, REL 101, 104, 105, 201, THE 101
3	Mathematics	MAT 103
3	Public Speaking	SPC 205
3	Accounting Concepts	ACC 111
3	Integrated Accounting Software	ACC 246
3	Keyboarding	AOT 105
3	Professional Development	AOT 133
3	Business Communications	BUS 130
3	Office Procedures I	AOT 141
3	Legal Office Procedures I	AOT 144
3	Service Culture Development	BUS 152
3	Legal Document Production	AOT 213
3	Legal Systems and Procedures	AOT 253
3	Office Word Processing Applications	AOT 260
3	Office Spreadsheet Applications	AOT 261

Credits	Course Title	Course Code
3	Business Law I	BUS 121
3	Introduction to Computers	CPT 101
3	Introduction to Criminal Justice	CRJ 101
3	Cooperative Work Experience II	CWE 123
64	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AOT 105	Keyboarding**	3
BUS 130	Office Procedures**	3
AOT 134	Business Communications**	3
BUS 121	Business Law**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3

Second Semester

Course Code	Course Title	Credit Hours
AOT 144	Legal Office Procedures**	3
AOT 213	Legal Document Production**	3
CRJ 101	Introduction to Criminal Justice**	3
ENG 101	English Composition I	3
AOT 260	Office Word Processing Applications	3
AOT 261	Office Spreadsheet Applications	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 111	Accounting Concepts**	3
AOT 133	Professional Development**	3
BUS 152	Service Culture Development**	3
AOT 253	Legal Systems and Procedures**	3
MAT 103	Quantitative Reasoning	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 246	Integrated Accounting Software**	3
CWE 123	Cooperative Work Experience**	3
PSC 201	American Government	3
SPC 205	Public Speaking	3
	Humanities/Fine Arts General Education Course	3
	Total Credits	**64**

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Role-play customer service scenarios.
3. Compose and format business documents using software tools.
4. Demonstrate computer, office equipment and keyboarding proficiency.
5. Prepare and revise written communication.
6. Demonstrate ability to speak publicly, listen actively, and respond effectively.
7. Articulate medical terminology and documents.

Administrative Office Technology – Medical (Associate Degree in Applied Science)

Program Start Date: Fall term
Minimum Program Length: 64 academic weeks; 4 terms (day only); 64 credits
Curriculum Code: 35007

Program Description

Administrative Office Technology - Medical students develop the essential skills to work in or manage medical offices, medical records departments and other related health care facilities. Students focus on medical terminology; medical office procedures; microcomputer word processing, spreadsheet, database, communications and Internet applications; general office management; insurance, coding, billing and patient service skills.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in the medical industry. Projects simulate actual applications in today's offices. Students develop effective communication, team-building and problem-solving skills. They gain practical experience in local doctors' offices and health care facilities through scheduled internships.

Professional Opportunities

Medical records assistant, medical office assistant, medical administrative assistant, insurance and billing specialist and patient records clerk.

Unique Aspects

Students must earn CPR (Cardio-Pulmonary Resuscitation) and OSHA (Occupational Safety and Health Administration) certifications prior to being placed in the required field placement course.

Keyboarding skills are required for students entering **ALL** administrative office technology programs (degrees and certificates.) AOT 105 – Keyboarding is required to be taken the first semester the student is enrolled.

Students in the AOT-Medical (AOT-M) and AOT-Medical with Coding and Reimbursement Electives (AOT-MC) programs must complete a **criminal background investigation (CBI)** at their expense prior to participating in any internship/clinical/co-op experience. Clinical/co-op facilities will determine the eligibility of the student to participate at their site and may exercise discretion regarding convictions more than 10 years ago or convictions that indicate a pattern of criminal behavior.

Students in the AOT-M and AOT-MC programs must also complete **a drug screen** at their expense prior to participating in any internship/clinical/co-op experience.

Students who do not pass the drug screen or do not meet the employers CBI standards will be immediately withdrawn from the program. The CBI and drug screening will be initiated by the program faculty after the student has been accepted into the program but prior to beginning any clinical experience.

Students in the AOT-Medical (AOT-M) and AOT-MC programs should be aware that additional costs will be incurred for uniforms, immunizations and CPR certification.

EEDA Career Cluster:

Health Science

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
3	Mathematics	MAT 103

Credits	Course Title	Course Code
3	Public Speaking	SPC 205
3	Humanities/Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 228, HSS 101, MUS 105, PHI 101, 105, 110, REL 101, 104, 105, 201, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, 220, PSY 201, SOC 101,
3	Accounting Concepts	ACC 111
3	Medical Terminology	AHS 102
3	Keyboarding	AOT 105
3	Professional Development	AOT 133
3	Office Procedures I	AOT 141
3	Medical Information Processing	AOT 164
3	Medical Systems and Procedures	AOT 252
3	Office Word Processing Applications	AOT 260
3	Office Spreadsheet Applications	AOT 261
3	SCWE in Administrative Office	AOT 270
3	Business Communications	BUS 130
3	Service Culture Development	BUS 152
3	Introduction to Computers	CPT 101
3	Medical Office Communications and Practices	HIM 105
3	Billing and Reimbursement	HIM 130
3	Coding and Classification I	HIM 216
64	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.

NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 102	Medical Terminology**	3
AOT 105	Keyboarding**	3
BUS 130	Business Communications**	3
AOT 141	Office Procedures I**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3

Second Semester

Course Code	Course Title	Credit Hours
AOT 164	Medical Information Processing**	3
AOT 260	Office Word Processing Applications**	3
ENG 101	English Composition I	3
HIM 105	Medical Office Communications & Practices**	3
HIM 130	Billing and Reimbursement	3

Course Code	Course Title	Credit Hours
HIM 216	Coding and Classification	3

Third Semester

Course Code	Course Title	Credit Hours
BUS 152	Service Culture Development**	3
AOT 252	Medical Systems and Procedures **	3
AOT 261	Office Spreadsheet Applications**	3
	Humanities/Fine Arts General Education Course	3
MAT 103	Quantitative Reasoning	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 111	Accounting Concepts** or ACC 101**	3
AOT 133	Professional Development**	3
AOT 270	SCWE in Office Systems**	3
SPC 205	Public Speaking	3
	Social/Behavioral Science General Education Course	3
	Total Credits	**64**

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Role-play customer service scenarios.
3. Compose and format business documents using appropriate software.
4. Demonstrate computer, office equipment and keyboarding proficiency.
5. Prepare and revise written communication.
6. Demonstrate ability to speak publicly, listen actively, and respond effectively.
7. Articulate medical terminology and documents.

Administrative Office Technology – Medical with Coding & Reimbursement Electives (Associate Degree in Applied Science)

Program Start Date: Fall term
Minimum Program Length: 64 academic weeks; 4 terms (Night only); 64 credits
Curriculum Code: 35007

Program Description

Administrative Office Technology - Medical with Coding & Reimbursement Electives are prepared for entry-level positions in medical coding and billing. Medical coding is the transformation of the narrative descriptions of diseases, injuries, and health care procedures into numeric or alphanumeric designations (code numbers.) Common uses for medical codes in health care include: performing insurance verification; preauthorization and referral procedures; applying insurance carrier-specific guidelines for processing insurance claims; and selection of the most accurate and specific diagnostic and procedural codes.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in the medical industry. Projects simulate actual applications in today's offices. Students develop effective communication, team-building and problem-solving skills. They gain practical experience in a local medical office through a scheduled internship.

Professional Opportunities

Medical records assistant, medical office assistant, medical administrative assistant, insurance and billing specialist and patient records clerk.

Unique Aspects

AHS 102 and AHS 104 completion may not be more than 3 years old for students at the time of curriculum entry.

Keyboarding skills are required for students entering **ALL** administrative office technology programs (degrees and certificates.) AOT 105 – Keyboarding is required to be taken the first semester the student is enrolled.

Students in the AOT-Medical (AOT-M) and AOT-Medical with Coding and Reimbursement Electives (AOT-MC) programs must complete a **criminal background investigation (CBI)** at their expense prior to participating in any internship/clinical/co-op experience. Clinical/co-op facilities will determine the eligibility of the student to participate at their site and may exercise discretion regarding convictions more than 10 years ago or convictions that indicate a pattern of criminal behavior. Students in the AOT-M and AOT-MC programs must also complete **a drug screen** at their expense prior to participating in any internship/clinical/co-op experience.

Students who do not pass the drug screen or do not meet the employers CBI standards will be immediately withdrawn from the program. The CBI and drug screening will be initiated by the program faculty after the student has been accepted into the program but prior to beginning any clinical experience.

Students in the AOT-Medical (AOT-M) and AOT-MC programs should be aware that additional costs will be incurred for uniforms, immunizations and CPR certification.

EEDA Career Cluster:

Health Science

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
3	Mathematics	MAT 103
3	Public Speaking	SPC 205
3	Humanities/Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 228, HSS 101, MUS 105, PHI 101, 105, 110, REL 101, 104, 105, 201, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, 220, PSY 201, SOC 101,
3	Accounting Concepts	ACC 111
3	Medical Terminology	AHS 102
3	Medical Vocabulary/Anatomy	AHS 104
3	Keyboarding	AOT 105
3	Professional Development	AOT 133
3	Office Procedures I	AOT 141
3	Office Word Processing Applications	AOT 260
3	Business Communications	BUS 130
3	Service Culture Development	BUS 152
3	Introduction to Computers	CPT 101
3	Billing & Reimbursement	HIM 130
3	Coding Practicum I	HIM 150
3	Coding & Classification I	HIM 216
3	Coding & Classification II	HIM 225
3	Coding & Classification III	HIM 250
3	Computers in Health Care	HIM 266
64	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.

NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 102	Medical Terminology**	3
AOT 105	Keyboarding**	3
BUS 130	Business Communications**	3
AOT 141	Office Procedures I**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3

Second Semester

Course Code	Course Title	Credit Hours
AHS 104	Medical Vocabulary/Anatomy	3
AOT 260	Office Word Processing Applications**	3

Course Code	Course Title	Credit Hours
ENG 101	English Composition I	3
HIM 130	Billing and Reimbursement	3
HIM 216	Coding & Classification I	3
	Humanities/Fine Arts General Education Course	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 111	Accounting Concepts or ACC 101**	3
BUS 152	Service Culture Development**	3
MAT 103	Quantitative Reasoning	3
HIM 225	Coding & Classification II	3
HIM 266	Computers in Health Care	3

Fourth Semester

Course Code	Course Title	Credit Hours
AOT 133	Professional Development**	3
HIM 150	Coding Practicum I	3
HIM 250	Coding & Classification III	3
SPC 205	Public Speaking	3
	Social/Behavioral Science General Education Course	3
	Total Credits	**64**

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Demonstrate a working knowledge of various types of health insurance.
2. Apply appropriate CPT codes to various patient services.
3. Classify ICD-10-CM codes to the highest level of specificity.
4. Explain different reimbursement methodologies.
5. Demonstrate proficiency in solving real-world coding scenarios.

Administrative Support Specialist (Certificate)

Program Start Date: Fall, spring
Minimum Program Length: 32 academic weeks; 2 terms day or evening; 29 credits
Curriculum Code: 71228

Program Description

Administrative Support students are trained in the principles of word processing, spreadsheet, data base and presentation applications as they apply to the business industry today. Competencies include document creation and modification, report generation and integration of multiple documents. Other skills include business communications, general office procedures, customer service, professional development and accounting concepts.

Practical Experience

Students are given the opportunity to use up-to-date computer hardware and software similar to that used in industry. Projects are assigned that simulate actual applications in today's offices, allowing students to develop integrated as well as individual software skills. Effective communication, team-building and problem-solving skills will be stressed.

Professional Opportunities

Administrative specialist, information specialist, software application specialist, receptionist, customer service representative, general office clerk.

Unique Aspects

Students will complete 80 hours of work experience in a designated office environment. Credits earned in this certificate may be applied to the Administrative Office Technology associate degree.

EEDA Career Cluster:

Business, Management & Administration

Course Requirements

Credits	Course Title	Course Code
3	Accounting Concepts	ACC 111
3	Keyboarding	AOT 105
3	Professional Development	AOT 133
3	Office Procedures I	AOT 141
3	Advanced Office Procedures II	AOT 142
3	Office Word Processing Applications	AOT 260
3	Business Communications	BUS 130
3	Service Culture Development	BUS 152
1	College Orientation	COL 101*
3	Introduction to Computers	CPT 101
1	Cooperative Work Experience III	CWE 131
29	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BUS 130	Business Communications**	3
AOT 141	Office Procedures I**	3
BUS 152	Service Culture Development**	3
CPT 101	Introduction to Computers**	3
COL 101	College Orientation	1
AOT 105	Keyboarding	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 111	Accounting Concepts** or ACC 101**	3
AOT 133	Professional Development**	3
AOT 142	Office Procedures II**	3
AOT 260	Office Word Processing Applications**	3
CWE 131	Cooperative Work Experience**	1
	Total Credits	**29**

**A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Role-play customer service scenarios.
3. Compose and format business documents using software tools.
4. Demonstrate computer, office equipment and keyboarding proficiency.

Entrepreneurship (Certificate)

Program Start Date: Any time
Minimum Program Length: 32 academic weeks; 2 terms; 28 credits
Curriculum Code: **71191**

Program Description

The Entrepreneurship Certificate students fulfill the needs of the business community for entry level management employees and for beginning entrepreneurs who can develop a business plan for a marketable skill or product, develop and market the skill or product, and have a basic understanding of planning, organizing, leading, and controlling a small business. Graduates will have sufficient skills to enter the marketplace, form a small business, or continue their education in management.

Practical Experience

Students gain basic skills in developing a business plan, marketing a product or service, and handling financial aspects important for beginning entrepreneurs.

Professional Opportunities

Start-up business owner.

Unique Aspects

Some credits earned in this certificate may be applied to the Management in Applied Science degree.

EEDA Career Cluster:

Business, Management, and Administration

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Accounting Concepts	ACC 111
3	Integrated Accounting Software	ACC 246
3	Customer Service	AOT 180
3	Entrepreneurship	BUS 110
3	Business Law I	BUS 121
3	Business Internship	BUS 275
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Marketing	MKT 101
28	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 111	Accounting Concepts	3
BUS 110	Entrepreneurship**	3
COL 101	College Orientation	1
MGT 101	Principles of Management**	3
MKT 101	Marketing**	3

Second Semester

Course Code	Course Title	Credit Hours
AOT 180	Customer Service	3
ACC 246	Integrated Accounting Software**	3
BUS 121	Business Law I**	3
BUS 275	Business Internship	3
MGT 201	Human Resource Management**	3
	Total Credits	**28**

**** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations, and policies.
3. Apply routine accounting, financial, and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Describe the components of a business plan.

Logistics (Certificate)

Program Start Date: Fall, Spring
Minimum Program Length: 16 academic weeks; 1 terms; 16 credits
Curriculum Code: **71148**

Program Description

The Logistics Certificate student fulfill the needs of the business community for entry level warehouse and distribution center employees and have a basic understanding of supply chain management, transportation, warehousing and distribution center operations. Graduates will have sufficient skills to enter the workforce or continue their education in management.

Practical Experience

Students gain basic skills in developing transportation plans and executing warehouse and distribution center operations and safety.

Professional Opportunities

Entry-level supply chain management position.

Unique Aspects

All credits earned in this certificate may be applied to the Management in Applied Science degree.

EEDA Career Cluster:

Business, Management, and Administration

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Quantitative Reasoning	MAT 103
3	Introduction to Logistics	LOG 110
3	Warehousing and Distribution Center Operations	LOG 111
3	Traffic Management	LOG 235
3	Management Operations I	MGT 220
16	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
LOG 110	Introduction to Logistics**	3
LOG 111	Warehousing and Distribution Center Operations**	3
LOG 235	Traffic Management**	3
MGT 220	Management Operations**	3
MAT 103	Quantitative Reasoning	3
	Total Credits	**16**

****** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Identify the basic concepts of logistics and supply chain management.
2. Apply warehousing and distribution center skills and regulations.
3. Apply routine/basic traffic management skills.
4. Assess the skills needed for operations management.

Management (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening; 61 credits
Curriculum Code: **35030**

Program Description

Management students develop basic skills to plan, organize, lead and control activities in general business and industry settings. Focus will be placed on supervision, human resource management, accounting, financial planning, budgeting and computer applications. Additional skills will be developed based on the individualized plan of study developed by the student and department chair/academic advisor. This program is offered online as well as in traditional classes.

Practical Experience

Students complete simulations and research projects in human resource management, accounting, finance and computer software applications.

Professional Opportunities

Supervisor, assistant manager, department manager, project manager, account manager.

EEDA Career Cluster:

Government & Public Administration; Law, Public Safety, Corrections & Security; Agriculture, Food & Natural Resources; Marketing, Sales & Service; Hospitality & Tourism; Business, Management & Demonstration; Finance

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Macroeconomics	ECO 210
3	English Composition	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Special Topics in Business	BUS 268
3	Introduction to Computers	CPT 101
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Management Spreadsheets	MGT 206
3	Marketing	MKT 101
15	Elective Courses	Any courses from ACC, BUS, ECO, LOG, MGT, MKT
61	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BAF 101	Personal Finance**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
MGT 101	Principles of Management**	3
MKT 101	Marketing**	3

Second Semester

Course Code	Course Title	Credit Hours
BUS 121	Business Law I**	3
ENG 102	English Composition II	3
MGT 201	Human Resource Management**	3
	Elective**	3
	Elective**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	Elective**	3
	Elective**	3

Fourth Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
BUS 268	Special Topics in Business**	3
MGT 206	Management Spreadsheets**	3
ECO 210	Macroeconomics**	3
	Elective**	3
	Total Credits	**61**

The student must complete elective courses with a “C” or better, which total at least 15.0 credit hours from ACC, BUS, ECO, LOG, MGT, OR MKT. HRT courses with permission of advisor.

****** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Survey practical business applications including marketing, office management, accounting, and upper levels of management.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Management with Fire Service Electives (Associate Degree in Applied Science)

Program Start Date: Fall term or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening/online; 61 Credits
Curriculum Code: **35030**

Program Description

Management with Fire Service electives students develop skills to plan, organize, lead and control the individuals and resources in fire departments. Course work will focus on supervision, human resource management, accounting and budgeting, and computer applications. This program may lead to a four-year baccalaureate degree in fire service administration or fire prevention technology.

Practical Experience

Through case studies, students simulate management decision-making skills that parallel those in industry. Students use microcomputer hardware and software in basic word-processing, spreadsheet, accounting, and finance applications. They develop effective communication, team-building and problem-solving skills.

Professional Opportunities

Assistant chief, fire chief (depending on level of applicable work experience in the fire service field).

Unique Aspects

At the request of the South Carolina State Fireman's Association, this management program has been designed for individuals currently working as a paid or volunteer fire fighter. Fifteen (15) semester hours of fire service electives are required. An articulation agreement with guidelines for awarding exemption credit for certification training offered by the National Fire Academy or the South Carolina Fire Academy is available from the academic advisor and will be used to evaluate students' fire academy transcripts. Spartanburg Community College does not offer courses which meet the fire service requirement.

EEDA Career Cluster:

Law, Public Safety, Corrections & Security; Business, Management & Administration

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Introduction to Computers	CPT 101
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Management Spreadsheets	MGT 206
3	Marketing	MKT 101

Credits	Course Title	Course Code
3	Elective	Any course that is not remedial or non-degree.
61	TOTAL CREDITS	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
MGT 101	Principles of Management**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
BAF 101	Personal Finance**	3
BUS 121	Business Law I**	3
ENG 102	English Composition II	3

Third Semester

Course Code	Course Title	Credit Hours
MGT 206	Management Spreadsheets**	3
ECO 210	Macroeconomics**	3
MKT 101	Marketing**	3

Fourth Semester

Course Code	Course Title	Credit Hours
MAT 120	Probability and Statistics	3
MGT 201	Human Resource Management**	3
SPC 205	Public Speaking	3
	Elective	3
	Total Credits	**61**

****** A grade of "C" or better is required.

The student must complete a total of 15 semester credit hours from a National Fire Academy Open-Learning Program Accredited College. Students who have completed training/courses through the South

Carolina Fire Academy or the National Fire Academy may receive credit through experiential learning for all or part of these 15 credit hours.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Survey practical business applications including marketing, office management, accounting, and upper levels of management.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Management with Information Technology Electives (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or 5 terms evening; 61 credits
Curriculum Code: **35030**

Program Description

Management with Information Technology electives students develop management skills related to information technology. Students focus on database applications and supervision of information technology personnel and/or projects.

Practical Experience

Students complete software applications and database projects. In addition, students complete accounting and finance simulations using microcomputer applications. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Information technology supervisor/manager, data analyst.

EEDA Career Cluster:

Law, Public Safety, Corrections & Security; Business, Management & Administration

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Introduction to Computers	CPT 101
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Management Spreadsheets	MGT 206
3	Managing Information Resources	MGT 230
3	Marketing	MKT 101
12	Information Technology electives	CPT 202, CPT 209, CPT 242, CPT 244, CPT 264, CPT 282, IST 166, IST 222
3	Elective	Any course that is not remedial or non-degree.
61	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BAF 101	Personal Finance**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I **	3
MKT 101	Marketing**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BUS 121	Business Law I**	3
ENG 102	English Composition II	3
MGT 101	Principles of Management**	3
	Approved CPT/IST elective**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
MGT 206	Management Spreadsheets**	3
ECO 210	Macroeconomics**	3
MGT 201	Human Resource Management**	3
	Approved CPT/IST elective**	3
	Approved CPT/IST elective**	3

Fourth Semester

Course Code	Course Title	Credit Hours
MAT 120	Probability and Statistics	3
MGT 230	Management Information Systems**	3
SPC 205	Public Speaking	3
	Approved CPT/IST elective**	3
	Elective	3
	Total Credits	**61**

Choose 12 Hours of Approved CPT/IST electives from the following: CPT 202, CPT 209, CPT 242, CPT 244, CPT 264, CPT 282, IST 166, IST 222

**** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Apply local- and server-based database design concepts to the development of business-related forms, reports and queries.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Management with Marketing Electives (Associate Degree in Applied Science)

Program Start Date: Fall or spring terms
Minimum Program Length: 64 academic weeks; 4 terms day or online; 61 credits
Curriculum Code: **35030**

Program Description

Management with Marketing Electives students develop effective management skills related to marketing and sales. Students focus on developing sales strategies to maximize revenues through effective product development, pricing, promotion and placement in the market. Topics include retailing, advertising, consumer needs and customer service. This program is offered online as well as in traditional classes.

Practical Experience

Students develop advertising campaigns, make sales presentations, and conduct market research surveys and complete accounting and finance simulations using microcomputer applications. They develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Salesperson, sales manager trainee, retail manager, advertising supervisor, marketing information specialist and customer service manager.

EEDA Career Cluster:

Hospitality & Tourism; Business, Management & Administration; Finance

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Macroeconomics	ECO 210
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Probability and Statistics	MAT 120
3	Public Speaking	SPC 205
3	Accounting Principles I	ACC 101
3	Accounting Principles II	ACC 102
3	Personal Finance	BAF 101
3	Business Law I	BUS 121
3	Special Topics in Business	BUS 268
3	Introduction to Computers	CPT 101
3	Principles of Management	MGT 101
3	Human Resource Management	MGT 201
3	Management Spreadsheets	MGT 206
3	Marketing	MKT 101
3	Retailing	MKT 110
3	Sales Principles	MKT 120
3	Advertising	MKT 240
3	Marketing Management	MKT 260
3	Social Media in Business	BUS 180
61	**TOTAL CREDITS**	

*Or COL 103 *College Skills*. *NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.*

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BAF 101	Personal Finance**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
MGT 101	Principles of Management**	3
MKT 101	Marketing**	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I**	3
BUS 121	Business Law I**	3
ECO 210	Macroeconomics**	3
ENG 102	English Composition II	3
MGT 201	Human Resource Management**	3

Third Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II**	3
CPT 178	Software Applications**	3
MKT 110	Retailing**	3
MKT 120	Sales Principles**	3
MKT 240	Advertising**	3

Fourth Semester

Course Code	Course Title	Credit Hours
BUS 268	Special Topics in Business**	3
MAT 120	Probability and Statistics	3
MKT 260	Marketing Management**	3
SPC 205	Public Speaking	3
BUS 180	Social Media in Business	3
	Total Credits	**61**

****** A grade of “C” or better is required.

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations and policies.
3. Apply routine accounting, financial and budgeting skills.

4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Apply the 4 principles of marketing (product, price, placement, promotion).
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Culinary Arts – General Technology (Associate Degree in Applied Science)

Program Start Date: Fall (day) or Spring (evening)
Minimum Program Length: 64 academic weeks; 4 terms (day), 6 terms (evening); 70 credits
Curriculum Code: **35318**

Program Description

Culinary Arts students learn the basic principles and applications of the food service industry. Competencies include safe food handling practices, sanitation, knife skills, equipment operation and safety, dining room operations and service, nutrition applications, and food preparation; garde manger, entrees, baked goods and pastries, and buffet planning and organization. Students learn skills to manage production, inventory, purchasing and receiving and personnel.

Practical Experience

Students gain practical experience in a modern kitchen facility under the direction of the program director and local chefs. Students also may obtain practical experience in community hospitality operations through a scheduled internship.

Professional Opportunities

Baker, banquet chef, pantry cook, assistant production manager, sauté cook, dining room host or server, food purveyor representative and catering chef.

Unique Aspects

This program is designed for graduates of the Culinary Arts certificate program. Students enrolling in this program complete the associate degree by adding general education, business and advanced hospitality courses. However, students may also enroll straight into the associate degree program.

EEDA Career Cluster:

Hospitality and Tourism.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
3	Contemporary Mathematics	MAT 155
3	Social/Behavioral Science Corse	PSY 103
3	Public Speaking	SPC 205
3	Humanities Course	ART 101, ART 107, ART 108, ENG 102, ENG 228, HSS 101, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPC 209, SPC 212, THE 101
1	Introduction to Baking Science	BKP 112
3	Introduction to Baking and Pastry	BKP 119
3	Introduction to Computers	CPT 101
3	Principles of Food Production I	CUL 101
3	Principles of Food Production II	CUL 102
3	Nutrition	CUL 103
5	Quantity Food Preparations	CUL 115
3	Storeroom and Purchasing	CUL 129
3	Introduction to Dining Room Service	CUL 135
3	Dining Room Operations	CUL 145

Credits	Course Title	Course Code
3	Sanitation	CUL 155
3	Menu Planning	CUL 235
3	Restaurant Capstone	CUL 236
3	Special Topics in Culinary Arts	CUL 299
3	Hospitality Management Concepts	HOS 256
9	Secondary Technical Specialty in Management	ACC 101, ACC 102, BAF 101, BUS 110, BUS 121, BUS 220, MGT 101, MGT 150, MGT 201, MKT 101, MKT 123, MKT 240
70	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BKP 112	Introduction to Baking Science**	1
COL 101	College Orientation	1
CPT 101	Introduction to Computers**	3
CUL 101	Principles of Food Production I**	3
CUL 129	Storeroom and Purchasing	3
CUL 135	Introduction to Dining Room Service**	3
CUL 155	Sanitation**	3

Second Semester

Course Code	Course Title	Credit Hours
BKP 119	Introduction to Baking and Pastry**	3
CUL 102	Principles of Food Production II**	3
CUL 103	Nutrition**	3
CUL 145	Dining Room Operations	3
ENG 101	English Composition I**	3
SPC 205	Public Speaking	3

Third Semester

Course Code	Course Title	Credit Hours
CUL 115	Quantity Food Preparation**	5
CUL 235	Menu Planning**	3
HOS 256	Hospitality Management Concepts**	3
	Management elective course	3
	Management elective course	3

Fourth Semester

Course Code	Course Title	Credit Hours
CUL 236	Restaurant Capstone**	3
CUL 299	Special Topics in Culinary Arts**	3
MAT 155	Contemporary Mathematics	3
PSY 103	Social/Behavioral Science Course	3
	Management elective course	3
	Humanities Course	3
	Total Credits	**70**

** A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Demonstrate appropriate cooking methods to prepare hot and cold food on a variety of commercial kitchen equipment while utilizing pertinent food safety and sanitation measures.
2. Design menus employing appropriate nutritional applications.
3. Calculate needed culinary math for recipe manipulation and common costing factors.
4. Demonstrate front-of-the-house proficiency by designing and setting up dining rooms and performing proper serving techniques.
5. Analyze career options, hierarchy, and practices within the food service industry.
6. Apply business theory to practices within the food service industry.
7. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

Culinary Arts (Certificate)

Program Start Date: Fall (day) or Spring (evening)
Minimum Program Length: 48 academic weeks; 3 terms day, 4 terms evening; 37 credits
Curriculum Code: **60648**

Program Description

Culinary arts students learn the basic principles and applications of the food service industry. Competencies include safe food handling practices, sanitation, knife skills, equipment operation and safety, dining room operations and service, nutrition applications, and food preparation; garde-manger, entrees, baked goods and pastries, and buffet planning and organization. Students learn skills to manage production, inventory, purchasing and receiving and personnel.

Practical Experience

Students gain practical experience in a modern kitchen facility under the direction of the program director and local chefs. Students also obtain practical experience in community hospitality events and scheduled college events.

Professional Opportunities

Baker, banquet chef, pantry cook, assistant production manager, sauté cook, dining room host or server, food purveyor representative and catering chef.

Unique Aspects

This program is accredited by the American Culinary Federation Foundation Accrediting Commission (ACF). Students will benefit from expanded career opportunities by participating in this program and may obtain their Certified Culinarian designation through the American Culinary Federation.

EEDA Career Cluster:

Hospitality and Tourism.

Course Requirements

Credits	Course Title	Course Code
1	Introduction to Baking Science	BKP 112
3	Introduction to Baking and Pastry	BKP 119
1	College Orientation	COL 101*
3	Introduction to Computers	CPT 101
3	Principles of Food Production I	CUL 101
3	Principles of Food Production II	CUL 102
3	Nutrition	CUL 103
3	Sanitation	CUL 155
5	Quantity Food Production	CUL 115
3	Storeroom and Purchasing	CUL 129
3	Introduction to Dining Room	CUL 135
3	Dining Room Operations	CUL 145
3	Hospitality Management Concepts OR Supervision	HOS 256 MGT 150
37	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
BKP 112	Introduction to Baking Science**	1
COL 101	College Orientation	1
CUL 101	Principles of Food Production I**	3
CUL 129	Storeroom and Purchasing	3
CUL 135	Introduction to Dining Room Service**	3
CUL 155	Sanitation**	3

Second Semester

Course Code	Course Title	Credit Hours
BKP 119	Introduction to Baking and Pastry**	3
CUL 102	Principles of Food Production II**	3
CUL 103	Nutrition**	3
CUL 145	Dining Room Operations	3

Third Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers**	3
CUL 115	Quantity Food Preparation**	5
HOS 256	Hospitality Management Concepts** OR	
MGT 150	Supervision**	3
	Total Credits	**37**

** A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Demonstrate appropriate cooking methods to prepare hot and cold foods on a variety of commercial kitchen equipment while utilizing pertinent food safety and sanitation measures.
2. Design menus employing appropriate nutritional applications.
3. Calculate needed culinary math for recipe manipulation and common costing factors.
4. Demonstrate front-of-the-house proficiency by designing and setting up dining rooms and performing proper serving techniques.
5. Analyze career options, hierarchy, and practices within the food service industry.

Computer and Engineering Technology

Whether you want to enter a career in the IT field or you're seeking to expand your credentials through short-term training, SCC offers a variety of programs to help you achieve your college or career goals.

Computer & Engineering Technologies at SCC

Computer Technologies

From having no previous computer knowledge to having basic skills, SCC's offerings for computer technologies have something for everyone. Become a software developer, web developer, PC application specialist, programmer analyst, support technician and more.

Computer Support Specialist Certificate
Computer Technology, Networking Electives AAS Degree
Computer Technology, Programming Electives AAS Degree
Networking Operations Certificate
Software Development and Database Administration Certificate

Digital Design Technologies

Are you a creative person? Do you have a knack for design? In our visual world there are many careers available in the printing, publishing and technology industry. At SCC, Digital Design students use computers and software to create graphics and page layouts for traditional printing and online publishing.

Digital Design – General Technology AAS Degree
Digital Design Certificate

Engineering Technologies

If you are interested in a career in industrial drawing, electronics, technology or engineering, SCC's Engineering Technologies programs may be a great fit for you.

Computer Aided Drafting Certificate
Electronics Engineering Technology AAS Degree
Engineering Graphics – General Technology AAS Degree

University Transfer

University Transfer - Designed to provide students with their freshman and sophomore years of a typical bachelor's degree through an Associate in Arts or Associate in Sciences degree earned at SCC. Upon completion, students can transfer eligible credits to another college or university. Several specialized transfer tracks are available.

Computer Support Specialist (Certificate)

Program Start Date: Fall term
Minimum Program Length: 42 academic weeks; 3 terms day, 3 terms evening; 34 credits
Curriculum Code: **70907**

Program Description

Computer support specialist students learn to maintain personal computer systems, solve user problems, support user applications and provide user training. Students learn to diagnose and troubleshoot PC operating system problems, upgrade and maintain PC hardware and help desk concepts. In addition, students learn networking concepts, database concepts and programming logic.

Practical Experience

Students complete multiple projects using current personal computer hardware and software. They develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Software support specialist, system support technician, hardware technician and user support technician.

Unique Aspects

Graduates of this program may transfer into the computer technology associate degree, software development and database administration or networking operations certificate program. Graduates are prepared to pass the CompTIA A+ certification exam.

EEDA Career Cluster:

Information Technology

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
3	Mathematics Course	MAT 110
3	Introduction to Computers	CPT 101
3	Professional Practices in Info Tech	CPT 118
3	Programming Logic and Design	CPT 168
3	Computer Systems Management	CPT 209
3	Database	CPT 242
3	Systems and Procedures	CPT 264
3	Information Systems Security	CPT 282
3	Network Fundamentals	IST 166
3	Intro to Web Page Production	IST 222
34	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
COL 101	College Orientation	1
IST 166	Network Fundamentals**	3
MAT 110	College Algebra	3

Second Semester

Course Code	Course Title	Credit Hours
CPT 168	Programming Logic and Design**	3
CPT 209	Computer Systems Management**	3
CPT 242	Database**	3
CPT 118	Professional Practices in Info Tech**	3

Third Semester

Course Code	Course Title	Credit Hours
IST 222	Intro to Web Page Production**	3
CPT 264	Systems and Procedures **	3
CPT 282	Information Systems Security**	3
	Total Credits	**34**

**A grade of "C" or better is required.

Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding and application of IT support skills including installing, operating, diagnosing and repairing problems with computer hardware and operating systems.
2. Create business-related reports, spreadsheets, diagrams and databases.
3. Configure and diagnose a home/small office network.
4. Design and develop basic programs with an object-oriented programming language.

Computer Technology with Networking Electives (Associate Degree in Applied Science)

Program Start Date: Fall term or spring term
Minimum Program Length: 84 academic weeks; 6 terms day or evening (See Unique Aspects below); 70 credits
Curriculum Code: **35104**

Program Description

Computer technology with networking electives students develop skills in PC operating systems, PC hardware concepts, computer software applications, and designing, building and maintaining small to medium sized computer networks.

Practical Experience

Students work with different types of operating systems, networking architectures and personal computer applications. Lab projects are completed using Cisco networking devices such as switches and routers. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Network technician, IT support technician, cable technician and Cisco Certified Network Associate.

Unique Aspects

This program uses course materials from the Cisco Networking Academy Program, a cooperative venture between colleges and Cisco Systems. Graduates of this program are prepared to complete the certification exam offered by Cisco Systems to become a Cisco Certified Network Associate (CCNA).

Beginning fall term 2017, the advanced networking classes (indicated by a + symbol below) will be offered on a rotating schedule between day and evening hours. These classes will only be offered during evening hours for fall 2017, spring 2018 and summer 2018 terms. The same classes will only be offered during daytime hours for fall 2018, spring 2019 and summer 2019.

EEDA Career Cluster:

Information Technology

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
3	Mathematics Course	MAT 110
3	Mathematics General Education Course	MAT 120
3	Communication	SPC 205
3	Humanities-Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 228, HSS 101, MUS 105, PHI 101, 105, 110, REL 101, 104, 105, 201, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, 220, PSY 201, SOC 101
3	Introduction to Computers	CPT 101
3	Professional Practices in Info Tech	CPT 118

Credits	Course Title	Course Code
3	Programming Logic and Design	CPT 168
3	Computer Systems Management	CPT 209
3	Database	CPT 242
3	Systems and Procedures	CPT 264
3	Information Systems Security	CPT 282
3	Network Fundamentals	IST 166
3	Internetworking Concepts	IST 201 +
3	Cisco Router Configuration	IST 202 +
3	Advanced Cisco Router Configuration	IST 203 +
3	Cisco Troubleshooting	IST 204 +
3	Intro to Web Page Production	IST 222
3	LAN Network Server Technologies	IST 257
3	Advanced Network Administration	IST 261 +
3	Special Topics in Info Sciences	IST 290 +
3	Fundamentals of Network Security I	IST 291
70	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.

NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
IST 166	Network Fundamentals**	3
MAT 110	College Algebra 110**	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
CPT 168	Programming Logic and Design**	3
CPT 209	Computer Systems Management**	3
CPT 242	Database**	3
CPT 118	Professional Practices in Info Tech**	3

Third Semester

Course Code	Course Title	Credit Hours
IST 222	Intro to Web Page Production**	3
CPT 264	Systems and Procedures **	3
CPT 282	Information Systems Security**	3

Fourth Semester

Course Code	Course Title	Credit Hours
IST 201	Internetworking Concepts** +	3
IST 202	CISCO Router Configuration** +	3
IST 257	LAN Network Server Technologies**	3
MAT 120	Probability & Statistics	3

Fifth Semester

Course Code	Course Title	Credit Hours
IST 203	Advanced CISCO Router Configuration** +	3
IST 204	CISCO Troubleshooting** +	3
IST 291	Fundamentals of Network Security I	3
SPC 205	Public Speaking	3
	Social/Behavioral Science – Gen Ed requirement	3

Sixth Semester

Course Code	Course Title	Credit Hours
IST 290	Special Topics in Info Sciences** +	3
IST 261	Advanced Network Administration** +	3
	Humanities/Fine Arts General Education Elective	3
	Total Credits	**70**

**A grade of "C" or better is required.
+ See Unique Aspects for information on which terms this course is offered day versus night.

Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding and application of IT support skills including installing, operating, diagnosing and repairing problems with computer hardware and operating systems.
2. Create business-related reports, spreadsheets, diagrams and databases.
3. Configure and diagnose a home/small office network.
4. Design and develop basic and complex programs and or interactive apps with an object-oriented programming language.
5. Configure and diagnose networks and sub-networks consisting of PCs, switches and routers**.**
6. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Computer Technology with Programming Electives (Associate Degree in Applied Science)

Program Start Date: Fall term or spring term
Minimum Program Length: 84 academic weeks; 6 terms day or evening (See Unique Aspects below); 70 credits
Curriculum Code: **35104**

Program Description

Computer technology students develop skills in computer programming, PC operating systems, systems analysis and design, PC hardware concepts, computer software applications, database applications and networking.

Practical Experience

Students gain practical experiences in procedural and event-driven programming languages. They work with different types of operating systems, programming languages, networking architectures, personal computers and database applications. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Entry level software developer, web developer, PC application specialist, programmer analyst, entry level data base administrator.

Unique Aspects

Beginning fall term 2017, the advanced programming classes (indicated by a # symbol below) will be offered on a rotating schedule between day and evening hours. These classes will only be offered during daytime hours for fall 2017, spring 2018 and summer 2018 terms. The same classes will only be offered during evening hours for fall 2018, spring 2019 and summer 2019.

EEDA Career Cluster:

Information Technology

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
3	Mathematics Course	MAT 110
3	Mathematics General Education Course	MAT 120
3	Communication	SPC 205
3	Humanities-Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 228, HSS 101, MUS 105, PHI 101, 105, 110, REL 101, 104, 105, 201, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, 220, PSY 201, SOC 101
3	Introduction to Computers	CPT 101
3	Professional Practices in Info Tech	CPT 118
3	Programming Logic and Design	CPT 168

Credits	Course Title	Course Code
3	Event-Driven Programming	CPT 185 #
3	Mobile App Development	CPT 188 #
3	SQL Programming I	CPT 202 #
3	Advanced Event-Driven Programming	CPT 206 #
3	Computer Systems Management	CPT 209
3	Introduction to Java Programming	CPT 236
3	Database	CPT 242
3	Data Structures	CPT 244 #
3	Systems and Procedures	CPT 264
3	Computer Technology Senior Project	CPT 275 #
3	Information Systems Security	CPT 282
3	Network Fundamentals	IST 166
3	Intro to Web Page Production	IST 222
3	LAN Network Server Technologies	IST 257
70	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers**	3
ENG 101	English Composition I**	3
IST 166	Network Fundamentals**	3
MAT 110	College Algebra**	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
CPT 168	Programming Logic and Design**	3
CPT 209	Computer Systems Management**	3
CPT 242	Database**	3
CPT 118	Professional Practices in Info Tech**	3

Third Semester

Course Code	Course Title	Credit Hours
IST 222	Intro to Web Page Production**	3
CPT 264	Systems and Procedures **	3
CPT 282	Information Systems Security**	3

Fourth Semester

Course Code	Course Title	Credit Hours
CPT 185	Event-Driven Programming** #	3
CPT 244	Data Structures** #	3
IST 257	LAN Network Server Technologies**	3
MAT 120	Probability & Statistics	3

Fifth Semester

Course Code	Course Title	Credit Hours
CPT 202	SQL Programming I** #	3
CPT 206	Advanced Event-Driven Programming** #	3
CPT 236	Introduction to Java Programming	3
SPC 205	Public Speaking	3

Sixth Semester

Course Code	Course Title	Credit Hours
CPT 275	Computer Technology Senior Project** #	3
CPT 188	Mobile App Development **#	3
	Humanities/Fine Arts General Education Course	3
	Social/Behavioral Science General Education Course	3
	Total Credits	**70**

**A grade of "C" or better is required.
See Unique Aspects above for information on which terms this course is offered day versus night

Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding and application of IT support skills including installing, operating, diagnosing and repairing problems with computer hardware and operating systems.
2. Create business-related reports, spreadsheets, diagrams and databases.
3. Configure and diagnose a home/small office network.
4. Design and develop basic and complex programs and or interactive apps with an object-oriented programming language.
5. Develop and test local- and server-based forms, reports and queries.
6. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Networking Operations (Certificate)

Program Start Date: Fall term
Minimum Program Length: 42 academic weeks; 3 terms (See Unique Aspects below); 19 credits
Curriculum Code: **60641**

Program Description

Networking operations students develop skills to design, build and maintain small to medium-sized computer networks.

Practical Experience

Students complete lab projects using Cisco devices such as switches and routers. They develop communication, interpersonal and problem solving skills.

Professional Opportunities

Network technician, IT support technician and Cisco Certified Network Associate.

Unique Aspects

This program uses course materials from the Cisco Networking Academy Program, a cooperative venture between colleges and Cisco Systems. Graduates of this program are prepared to complete the certification exam offered by Cisco Systems to become a Cisco Certified Network Associate (CCNA). Acceptance into this certificate program requires the permission of the department chair.

Beginning fall term 2017, the advanced networking classes (indicated by a + symbol below) will be offered on a rotating schedule between day and evening hours. These classes will only be offered during evening hours for fall 2017, spring 2018 and summer 2018 terms. The same classes will only be offered during daytime hours for fall 2018, spring 2019 and summer 2019.

EEDA Career Cluster:

Arts, A/V Technology& Communications; Business, Management & Administration; Information Technology; Science, technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Internetworking Concepts	IST 201 +
3	Cisco Router Configuration	IST 202 +
3	Advanced Cisco Router Configuration	IST 203 +
3	Cisco Troubleshooting	IST 204 +
3	Advanced Network Administration	IST 261 +
3	Special Topics In Information Sciences	IST 290 +
19	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
IST 201	Internetworking Concepts**+	3
IST 202	Cisco Router Configuration**+	3

Second Semester

Course Code	Course Title	Credit Hours
IST 203	Advanced Cisco Router Configuration**+	3
IST 204	Cisco Troubleshooting**+	3

Third Semester

Course Code	Course Title	Credit Hours
IST 290	Special Topics in Information Sciences**+	3
IST 261	Advanced Network Administration=	3
	Total Credits	**19**

**A grade of “C” or better is required.
+See Unique Aspects above for information on which terms this course is offered day versus night.

Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding and application of IT support skills including installing, operating, diagnosing and repairing problems with computer hardware and operating systems.
2. Configure and diagnose a home/small office network.
3. Configure and diagnose networks and sub-networks consisting of PCs, switches and routers.

Software Development and Database Administration (Certificate)

Program Start Date: Fall term
Minimum Program Length: 32 academic weeks; 2 terms day or 2 terms evening (See Unique Aspects below); 19 credits
Curriculum Code: **60982**

Program Description

This advanced certificate allows students to develop skills in procedural and event-driven programming. Students design, create and maintain desktop and server databases.

Practical Experience

Students gain practical experiences in procedural and event-driven programming languages. They become proficient in software development and data base administration. Students will utilize logical thinking, problem solving, interpersonal and communications skills in a team-oriented environment.

Professional Opportunities

Software developer, PC application specialist, programmer analyst, entry level data base administrator.

Unique Aspects

Students entering this program must be a graduate of an associate degree or certificate program in computer technology that includes database and programming concepts. See department chair for permission.

Beginning fall term 2017, the advanced programming classes (indicated by a # symbol below) will be offered on a rotating schedule between day and evening hours. These classes will only be offered during daytime hours for fall 2017, spring 2018 and summer 2018. The same classes will only be offered during evening hours for fall 2018, spring 2019 and summer 2019.

EEDA Career Cluster:

Information Technology, Business, Management & Administration

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Event-Driven Programming	CPT 185 #
3	Mobile App Development	CPT 188 #
3	SQL Programming	CPT 202 #
3	Advanced Event-Driven Programming	CPT 206 #
3	Data Structures	CPT 244 #
3	Computer Technology Senior Project	CPT 275 #
19	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1

Course Code	Course Title	Credit Hours
CPT 185	Event-Driven Programming**#	3
CPT 244	Data Structures**#	3

Second Semester

Course Code	Course Title	Credit Hours
CPT 202	SQL Programming I**#	3
CPT 206	Advanced Event-Driven Programming**#	3

Summer Semester

Course Code	Course Title	Credit Hours
CPT 275	Computer Technology Senior Project #	3
CPT 188	Mobile App Development #	3
	Total Credits	**19**

**A grade of “C” or better is required.
See Unique Aspects above for information on which terms this course is offered day versus night

Program Learning Outcomes

Students will be able to:

1. Develop complex programs or apps using object-oriented programming languages.
2. Develop and test local- and server-based forms, reports and queries.
3. Create business-related reports.

Digital Design – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day; 64 credits
Curriculum Code: **35318**

Program Description

Digital design students acquire skills to become a graphic or web designer. Emphasis is placed on design, digital imagery and typography.

Practical Experience

Students use computers and software applications to create graphics and page layouts for traditional printing or online. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, Flash and Dreamweaver.

Professional Opportunities

Graphic or web designer for advertising agencies, the printing industry, newspapers, magazines, corporations and educational institutions.

EEDA Career Cluster:

Arts, A/V Technology and Communications.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
3	Contemporary Mathematics	MAT 155
3	Introduction to Computers	CPT 101
3	Communication	SPC 205
3	Humanities-Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 228, HSS 101, MUS 105, PHI 101, 105, 110, REL 101, 104, 105, 201, SPC 209, 212, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 201, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 115, 201, 202, HSS 205, PSC 201, 215, 220, PSY 103, 201, SOC 101
3	Basic Drawing I or 2-D Design Fundamentals	ART 111 or ART 121
3	Computer Graphics I	ARV 110
3	Graphic Reproduction I	ARV 162
3	Graphic Reproduction II	ARV 163
3	Computer Imagery	ARV 217
3	Web Site Design I	ARV 227
3	Web Site Design II	ARV 228
3	Advertising Design I	ARV 261
3	Special Project in Graphic Art	ARV 264
3	Introduction to Graphic Techniques	CGC 101
3	Electronic Publishing	CGC 110
3	Digital Photography	CGC 115

Credits	Course Title	Course Code
3	Entrepreneurship	BUS 110
3	Marketing	MKT 101
3	Advertising	MKT 240
64	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
CGC 101	Introduction to Graphics Techniques**	3
CGC 110	Electronic Publishing**	3
COL 101	College Orientation	1
CPT 101	Introduction to Computers **	3
MAT 155	Contemporary Mathematics	3

Second Semester

Course Code	Course Title	Credit Hours
ARV 110	Computer Graphics I**	3
ARV 162	Graphic Reproduction I **	3
ARV 217	Computer Imagery**	3
ARV 227	Web Site Design I**	3

Third Semester

Course Code	Course Title	Credit Hours
ARV 163	Graphic Reproduction II **	3
CGC 115	Digital Photography**	3
ARV 228	Web Site Design II **	3
ARV 264	Special Project in Graphic Art**	3

Fourth Semester

Course Code	Course Title	Credit Hours
ARV 261	Advertising Design I**	3
ENG 101	English Composition I	3
ART 111	Basic Drawing I or ART 121 2-D Design Fundamentals	3
MKT 101	Marketing	3
MKT 240	Advertising	3

Fifth Semester

Course Code	Course Title	Credit Hours
BUS 110	Entrepreneurship	3
SPC 205	Public Speaking	3
	Social Science General Education Course	3
	Humanities/Fine Arts General Education Course	3
	Total Credits	**64**

** A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Create press- and digital-ready layouts for publication using industry standard software and design principles.
2. Demonstrate an understanding of spot and process color in the development of print-ready designs.
3. Create graphics for various media (print, web, digital) using raster- and vector-editing techniques.
4. Design websites using industry software, media and user-based principles.
5. Produce a comprehensive, themed, digital photographic presentation based on sound photography principles.
6. Demonstrate an understanding and application of market and audience research to solve client-based design problems.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Digital Design (Certificate)

Program Start Date: Fall term
Minimum Program Length: 42 academic weeks; 3 terms day; 37 credits
Curriculum Code: **71169**

Program Description

Digital design students acquire skills to become a graphic or web designer. Emphasis is placed on design, digital imagery and typography.

Practical Experience

Students use computers and software applications to create graphics and page layouts for traditional printing or online. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, Flash and Dreamweaver.

Professional Opportunities

Graphic or web designer for advertising agencies, the printing industry, newspapers, magazines, corporations and educational institutions.

EEDA Career Cluster:

Arts, A/V Technology and Communications.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Introduction to Computers	CPT 101
3	Mathematics Course	MAT 155
3	Computer Graphics I	ARV 110
3	Graphic Reproduction I	ARV 162
3	Graphic Reproduction II	ARV 163
3	Computer Imagery	ARV 217
3	Web Site Design I	ARV 227
3	Web Site Design II	ARV 228
3	Special Project in Graphic Art	ARV 264
3	Introduction to Graphic Techniques	CGC 101
3	Electronic Publishing	CGC 110
3	Digital Photography	CGC 115
37	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
CGC 101	Introduction to Graphics Techniques**	3
CGC 110	Electronic Publishing**	3
COL 101	College Orientation	1

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers **	3
MAT 155	Contemporary Mathematics	3

Second Semester

Course Code	Course Title	Credit Hours
ARV 110	Computer Graphics I**	3
ARV 162	Graphic Reproduction I **	3
ARV 217	Computer Imagery**	3
ARV 227	Web Site Design I**	3

Third Semester

Course Code	Course Title	Credit Hours
ARV 163	Graphic Reproduction II **	3
CGC 115	Digital Photography**	3
ARV 228	Web Site Design II **	3
ARV 264	Special Project in Graphic Art**	3
	Total Credits	**37**

** A grade of “C” or better is required

Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding of spot and process color in the development of print-ready designs.
2. Design websites using industry software, media and user-based principles.
3. Produce a comprehensive, themed, digital photographic presentation based on sound photography principles.
4. Create graphics for various media (print, web, digital) using raster- and vector-editing techniques.
5. Create press- and digital-ready layouts for publication using industry standard software and design principles.

Computer Aided Drafting (Certificate)

Program Start Date: Fall term
Minimum Program Length: 32 academic weeks; 2 terms day; 27 credits
Curriculum Code: 60756

Program Description

Computer aided drafting students learn the basic skills in architectural and mechanical drafting using computer driven drafting and design systems.

Practical Experience

Students gain practical experience in architectural drawing and computer aided drafting (CAD).

Professional Opportunities

Drafter, CAD operator, architectural drafter, mechanical drafter, print reader, checker.

Unique Aspects

Courses from this certificate will apply toward an Associate in Applied Science Degree with a major in General Technology – Engineering Technology.

EEDA Career Cluster:

Arts, A/V Technology & Communications; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Algebra, Geometry and Trigonometry	MAT 170
3	Architectural Computer Graphics I	AET 111
4	Architectural Computer Graphics II	AET 221
3	Architectural 3-D Rendering	AET 235
2	Technical Drawing	EGT 102
3	Introduction to CAD	EGT 151
2	Intermediate CAD	EGT 155
3	Principles of Parametric CAD	EGT 245
3	Introduction to Computers	CPT 101
27	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
AET 111	Architectural Computer Graphics	3
CPT 101	Introduction to Computers	3
EGT 102	Technical Drawing	2
EGT 151	Introduction to CAD	3
MAT 170	Algebra, Geometry & Trigonometry	3

Second Semester

Course Code	Course Title		Credit Hours
AET 221	Architectural Computer Graphics II		4
AET 235	Architectural 3D Rendering		3
EGT 155	Intermediate CAD		2
EGT 245	Principles of Parametric CAD		3
		Total Credits	**27**

Program Learning Outcomes

Students will be able to:

1. Solve CAD industry problems using the fundamentals of descriptive geometry, orthographic projection, sectioning, tolerance and dimensioning, and basic computer-aided drafting and design.
2. Produce accurate 2D and 3D architectural or industrial CAD drawings.
3. Construct geometric models using CAD software.

Electronics Engineering Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms day; 68 Credits
Curriculum Code: **35310**

Program Description

Electronics Engineering Technology students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power and telecommunication equipment. They also develop skills in computer architecture, software development, programming applications and computer networking.

Practical Experience

Students gain experience in electronic circuits, electronic devices, electrical machinery, computers, programming, data communications and microprocessors.

Professional Opportunities

Computer technician, electronics repair technician, communications technician, computer programmer technician, computer network technician, sales representative, technical writer, field engineering technician and power technician.

Unique Aspects

Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer. This program is accredited by the Engineering Technology Accreditation Commission of ABET, ABET Website http://www.abet.org.

EEDA Career Cluster:

Transportation, Distribution & Logistics, Manufacturing, Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
13	Mathematics and/or Lab Sciences	MAT 110, MAT 111, MAT 120 or MAT 140, PHY 201
3	Communications	SPC 205
3	Humanities-Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 228, HSS 101, MUS 105, PHI 101, 105, 110, REL 101, 104, 105, 201, THE 101
3	Social/Behavioral Science General Education Course	ANT 101, ECO 210, ECO 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, 220, PSY 201, SOC 101
4	DC Circuits	EET 111
4	AC Circuits	EET 112

Credits	Course Title	Course Code
4	Active Devices	EET 131
4	Electronics Circuits	EET 141
4	Digital Circuits	EET 145
4	Industrial Electronics	EET 231
3	Programmable Controllers	EET 235
3	PLC Systems Programming	EET 236
2	Electronic Troubleshooting	EET 261
1	Electronics Senior Project	EET 273
3	Engineering Technology Foundations	EGR 104
3	Engineering Programming	EGR 112
3	Introduction to CAD	EGT 151
68	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
EET 145	Digital Circuits	4
EGR 104	Engineering Technology Foundations	3
EGR 112	Engineering Programming	3
MAT 110	College Algebra	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
EET 111	DC Circuits	4
EGT 151	Intro to CAD	3
ENG 101	English Composition	3
MAT 111	College Trigonometry	3

Third Semester

Course Code	Course Title	Credit Hours
EET 112	AC Circuits	4
EET 131	Active Devices	4
EET 261	Electronic Troubleshooting	2
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
EET 141	Electronic Circuits	4
EET 235	Programmable Controllers	3
PHY 201	Physics I	4
	Social/Behavioral Science General Education Course	3

Fifth Semester

Course Code	Course Title	Credit Hours
EET 236	PLC Systems Programming	3
EET 273	Electronics Senior Project	1
MAT 120	Probability and Statistics OR	
	MAT 140 Analytical Geometry and Calculus	3
EET 231	Industrial Electronics	4
	Humanities/ Fine Arts General Education Course	3
	Total Credits	**68**

Program Learning Outcomes

Graduates of the Electronics Engineering Technology program at Spartanburg Community College will be able to:

1. Use various tools and methods of the discipline to design, construct, troubleshoot, test, and analyze collected experimental data.
2. Apply problem solving techniques using mathematics, science, engineering and technology to identify, analyze and solve narrowly defined engineering technology problems.
3. Communicate effectively in a technical environment both as an individual and as a member of a team using oral, written and graphical methods.
4. Practice professional and ethical responsibility, including a respect for diversity.
5. Demonstrate a commitment to continuous professional development and its relationship to delivering quality work in a timely manner.
6. Apply circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers to the building, testing, operation, and maintenance of electrical/electronic systems.
7. Apply physics or chemistry to electrical/electronic circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.

Engineering Graphics – General Technology (Associate Degree in Applied Science)

Program Start Date: Any Term
Minimum Program Length: 74 academic weeks; 5 terms; 62 credits
Curriculum Code: **35318**

Program Description

Students will major in computer aided design with a secondary specialty in manufacturing and industrial technology.

Practical Experience

Students gain experience in manufacturing processes, mechanical applications, electronic circuits, and architectural and mechanical computer aided drafting.

Professional Opportunities

Architectural drafter, mechanical drafter, CAD operator, print reader, engineering technician.

Unique Aspects

This program allows students to receive an associate degree with a primary specialty in computer aided design and secondary specialty in manufacturing and industrial technology. This degree is non-transferable.

EEDA Career Cluster:

Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	English Composition I	ENG 101
3	Public Speaking	SPC 205
3	Algebra, Geometry and Trigonometry	MAT 170
3	Humanities-Fine Arts General Education	ART 101, 107, 108, ENG 102, 228, HSS 101, MUS 105, PHI 101, 105, 110, REL 101, 104, 105, 201, SPC 209, 212, THE 101
3	Social/Behavioral Science General Education	ANT 101, ECO 201, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 115, 201, 202, HSS 205, PSC 201, 215, 220, PSY 103, 201, SOC 101
3	Architectural Computer Graphics I	AET 111
4	Architectural Computer Graphics II	AET 221
3	Architectural 3-D Rendering	AET 235
2	Technical Drawing	EGT 102
3	Introduction to CAD	EGT 151
2	Intermediate CAD	EGT 155
3	Principles of Parametric CAD	EGT 245
3	Introduction to Computers	CPT 101
3	Survey of Manufacturing Processes	AMT 110
4	Hydraulics and Pneumatics	IMT 131
3	Print Reading	EGT 104

Credits	Course Title	Course Code
4	AC/DC Circuits	EEM 117
9	Technical Electives	Any AET, AMT, EEM, EET, or EGT course
62	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
AET 111	Architectural Computer Graphics I	3
EGT 102	Technical Drawing	2
EGT 151	Introduction to CAD	3
MAT 170	Algebra, Geometry, Trigonometry	3

Second Semester

Course Code	Course Title	Credit Hours
AET 221	Architectural Computer Graphics II	4
EGT 155	Intermediate CAD	2
EGT 245	Principles of Parametric CAD	3
AET 235	Architectural 3-D Rendering	3

Third Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
	Humanities/Fine Arts Gen Ed requirement	3
	Social/Behavioral Science Gen Ed requirement	3

Fourth Semester

Course Code	Course Title	Credit Hours
EEM 117	AC/DC Circuits	4
AMT 110	Survey of Manufacturing Processes	3
EGT 104	Print Reading	3
	Technical Elective	3

Fifth Semester

Course Code	Course Title	Credit Hours
IMT 131	Hydraulics & Pneumatics	4
SPC 205	Public Speaking	3
	Technical Elective	3
	Technical Elective	3
	Total Credits	**62**

Program Learning Outcomes

Students will be able to:

1. Solve CAD industry problems using the fundamentals of descriptive geometry, orthographic projection, sectioning, tolerance and dimensioning, and basic computer-aided drafting and design.
2. Produce accurate 2D and 3D architectural or industrial CAD drawings.
3. Construct geometric models using CAD software.
4. Solve engineering technology problems using appropriate math and technology skills.

Health Sciences

A career in health care is exciting and rewarding, with many options for career paths. The demand for well-trained nurses exceeds the supply. Health Sciences programs at SCC prepares accountable, competent, and technologically prepared individuals who are able to provide quality care and administration in diversified healthcare settings.

Health & Human Sciences at SCC

Dental Assisting
- Expanded Duty Dental Assisting Diploma

Health Unit Coordinating
- Health Unit Coordinating Certificate

Massage Therapy
- Massage Therapy – General Technology AAS Degree
- Massage Therapy Certificate

Medical Assisting
- Medical Assisting Diploma

Medical Lab Technologies
- Medical Laboratory Technology AAS Degree

Nursing and Patient Care
- Certified Nursing Assistant (CNA) Certificate
- Nursing AAS Degree
- Patient Care Technician Certificate

Paramedic and EMT
- Emergency Medical Services – General Technology AAS Degree
- Emergency Medical Technician Certificate
- Paramedic Certificate

Pharmacy Technician
- Pharmacy Technician Certificate

Pre-Chiropractic
- Pre-Chiropractic Institute Certificate

Radiologic Technology
- Radiologic Technology AAS Degree

Respiratory Care
- Respiratory Care AAS Degree

Surgical Technology
- Surgical Technology Diploma

University Transfer

Designed to provide students with their freshman and sophomore years of a typical bachelor's degree through an Associate in Arts or Associate in Sciences degree earned at SCC. Upon completion, students can transfer eligible credits to another college or university. Several specialized transfer tracks are available.
- Pre-Health Sciences
- Pre-Chiropractic

Expanded Duty Dental Assisting (Diploma)

Program Start Date: Fall or Spring term
Minimum Program Length: 58 academic weeks; 4 consecutive terms day; 50 credits
Curriculum Code: 15202

Program Description

Expanded duty dental assisting students develop skills to receive and to prepare the patient for treatment, to prepare dental instrument setups, and to assist a licensed dentist in the treatment of patients. As an office manager, the dental assistant is a liaison between the dentist and patients.

Practical Experience

Students work in a simulated dental office in the second and third semesters on campus to gain clinical skills. Clinical experience is gained during last semester by rotations in local dental offices.

Professional Opportunities

Chairside dental assistant, receptionist, oral surgery assistant, orthodontic assistant, pediatric dental assistant, endodontist assistant, periodontist assistant and office manager

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Graduates will meet the eligibility requirements to take the Dental Assisting National Board Examination (DANB), a national certification exam to become certified dental assistants. The Expanded Duty Dental Assisting Program is accredited without reporting by: American Dental Association, Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611, (312) 440-4653, www.ada.org

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
1	Head and Neck Anatomy	AHS 113
1	College Orientation	COL 101*
3	Dental Terminology	DAT 110
4	Dental Materials	DAT 113
1	Ethics and Professionalism	DAT 115
2	Dental Morphology	DAT 118
2	Dental Health Education	DAT 121
4	Clinical Procedures I	DAT 154
2	Dental Office Management	DAT 122
3	Oral Medicine/Oral Biology	DAT 123
1	Expanded Functions/Specialties	DAT 124
4	Dental Radiography	DAT 127
2	Expanded Duties/Specalities	DAT 160
4	Clinical Procedures II	DAT 164
7	Dental Office Experience	DAT 177
3	Professional Communications	ENG 165
3	Math for Business and Finance	MAT 160
3	Psychology Course	PSY 103 or PSY 201

Credits	Course Title	Course Code
50	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

(Courses in bold are restricted and cannot be taken without permission of the department)

First Semester

Course Code	Course Title	Credit Hours
DAT 110	Dental Terminology	3
COL 101	College Orientation	1
ENG 165	Professional Communications	3
MAT 160	Math for Business and Finance	3
	Psychology course as listed above	3

Second Semester

Course Code	Course Title	Credit Hours
AHS 113	**Head and Neck Anatomy**	**1**
DAT 113	**Dental Materials**	**4**
DAT 115	**Ethics and Professionalism**	**1**
DAT 118	**Dental Morphology**	**2**
DAT 121	**Dental Health Education**	**2**
DAT 154	**Clinical Procedures I**	**4**

Third Semester

Course Code	Course Title	Credit Hours
DAT 122	**Dental Office Management**	**2**
DAT 123	**Oral Medicine/Oral Biology**	**3**
DAT 124	**Expanded Functions/Specialties**	**1**
DAT 127	**Dental Radiography**	**4**
DAT 164	**Clinical Procedures II**	**4**

Fourth Semester

Course Code	Course Title	Credit Hours
DAT 160	**Expanded Duties/Specialities**	**2**
DAT 177	**Dental Office Management**	**7**
	Total Credits	**50**

Program Learning Outcomes

Students will be able to:

1. Demonstrate the ability to recall, apply, and analyze patient data.
2. Prepare instruments, materials and treatment rooms for use in general and specialty procedures.
3. Perform both professionally and ethically in direct patient care.
4. Demonstrate proficiency in the skills and procedures required of a dental assistant in a professional/clinical setting.
5. Demonstrate the ability to speak publicly, listen actively and respond effectively.

Health Unit Coordinating (Certificate)

Program Start Date: Fall term
Minimum Program Length: 32 academic weeks; 2 consecutive terms day; 28 credits
Curriculum Code: 70715

Program Description

Health unit coordinating students gain skills to perform administrative duties for medical units, other departments in hospitals and various health care facilities. Students utilize knowledge of medical terminology, medical procedures and diagnostic tests to requisition hospital or medical services.

Practical Experience

Students develop interpersonal and technical skills that are vital to their role as communicators with physicians or health care personnel, patients and patients' families. They acquire administrative competencies including transcribing physicians' orders. The clinical rotations include hospitals, ambulatory care centers and long-term care facilities during the same term.

Professional Opportunities

Unit secretaries, clerks in other hospital areas, receptionists in physicians' offices and other medical settings.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Graduates are eligible to take the national certification examination offered by the National Association of Health Unit Coordinators (NAHUC) to become a certified health unit coordinator.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
3	Medical Terminology	AHS 102
3	Fundamentals of Disease	AHS 170
1	College Orientation	COL 101*
3	Introduction to Computers	CPT 101
3	Professional Communications	ENG 165
7	Health Unit Procedures I	HUC 110
8	Health Unit Procedures II	HUC 120
28	TOTAL CREDITS	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

(Courses in bold are restricted and cannot be taken without permission of the department)

First Semester

Course Code	Course Title	Credit Hours
AHS 170	Fundamentals of Disease	3
AHS 102	Medical Terminology	3
COL 101	College Orientation	1
HUC 110	**Health Unit Procedures I**	**7**

Second Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
HUC 120	**Health Unit Procedures II**	**8**
	Total Credits	**28**

Program Learning Outcomes

Students will be able to:

1. Demonstrate professional and ethical behavior expected in the workplace.
2. Demonstrate competency and accuracy in the skills and procedures required of a health unit coordinator.
3. Coordinate physician orders for the patient between the physician, nursing staff and other hospital departments in both paper and electronic format.
4. Interact effectively with the nursing and medical staff, and patients, visitors, and other hospital departments.
5. Practice responsible and confidential communications as required in health care practice.

Massage Therapy – Certificate

Program Start Date: Fall Term
Minimum Program Length: 42 academic weeks; 3 terms; 31 credits
Curriculum Code: 35318

Program Description

The Massage Therapy Certificate offers an entry-level training program for students interested in becoming a supportive health care provider in the Massage Therapy profession, or for health care providers looking to enhance their range of clinical skills and knowledge. During their training, students gain a comprehensive understanding of the human body and a high degree of technical skills with an emphasis on personal and professional development, along with increased self-awareness and sensitivity.

Therapeutic Massage involves the manipulation of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness. The health care provider applies manual techniques, and may apply adjunctive therapies, with the intention of positively effecting the health and well-being of the client. Graduates enjoy the benefits of being of service to others and having work that is meaningful.

Professional Opportunities

There are a wide range of career opportunities available in this rapidly expanding field. Licensed massage therapists may choose to work in hospitals, chiropractic offices, pain management offices, spas, health clubs, cruise ships, resorts, health care/healing centers, or private practice.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Upon graduation from the program, students are eligible to apply to take the Federation of State Massage Therapy Boards exam. After passing the national certification exam, students may then apply to the South Carolina Department of Labor, Licensing and regulation board of Massage/Body Work Therapy for state licensing to practice in South Carolina or will need to meet state licensure requirements if practicing in another state.

Practical Experience

During the clinical portions of the program, students will work in various clinical settings. During the spring semester, students operate an on-campus clinic during regular class hours. In the summer semester, students will be assigned to various clinical facilities in the area. These clinics operate mostly during the regular working hours of the day. Students are responsible for their own transportation to the campus and to various agencies in the community to which they are assigned for clinical experiences.

EEDA Career Cluster

Health Sciences

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Medical Vocabulary/Anatomy	AHS 104
4	Introduction to Massage	MTH 120
4	Principles of Massage I	MTH 121
4	Principles of Massage II	MTH 122
3	Massage Clinic	MTH 123
3	Massage Business Application	MTH 124
2	Pathology for Massage Therapy	MTH 126
1	Seminar for Massage Therapy	MTH 132
2	Massage Practicum	MTH 135
2	Kinesiology for Massage Therapy	MTH 136
2	Anatomy & Physiology for Massage	MTH 137
31	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
MTH 120	Introduction to Massage	4
MTH 121	Principles of Massage I	4
AHS 104	Anatomy and Physiology	3

Second Semester

Course Code	Course Title	Credit Hours
MTH 126	Pathology for Massage Therapy	2
MTH 122	Principles of Massage II	4
MTH 123	Massage Clinical	3
MTH 137	Anatomy & Physiology for Massage I	2
MTH 132	Seminar for Massage	1

Third Semester

Course Code	Course Title	Credit Hours
MTH 125	Massage Business Application	3
MTH 135	Massage Practicum	2
MTH 136	Kinesiology for Massage Therapy	2
	Total Credit Hours	**31**

Program Learning Outcomes:

Upon completion of the program, students will be able to:

1. Demonstrate professional responsibility and adherence to ethical principles.
2. Identify common evidence-based indications and contraindications for massage, and discuss the benefits of massage with clients.
3. Demonstrate active listening and critical thinking skills in interviewing and determining an appropriate treatment plan based on client goals.
4. Provide a professional and effective massage using classic (Swedish) techniques for relaxation and clinical strokes to address client musculoskeletal complaints.

Massage Therapy – General Technology (Associate Degree in Applied Science

Program Start Date: Fall Term
Minimum Program Length: 64 academic weeks; 4 terms; 61 credits
Curriculum Code: 35318

Program Description

The Massage Therapy Associate Degree in Applied Science – General Technology Program offers an entry-level training program for students interested in becoming a supportive health care provider in the Massage Therapy profession, or for health care providers looking to enhance their range of clinical skills and knowledge. During their training, students gain a comprehensive understanding of the human body and a high degree of technical skills with an emphasis on personal and professional development, along with increased self-awareness and sensitivity.

Massage Therapy involves the manipulation of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness. The health care provider applies manual techniques, and may apply adjunctive therapies, with the intention of positively effecting the health and well-being of the client. Graduates enjoy the benefits of being of service to others and having work that is meaningful.

Professional Opportunities

There are a wide range of career opportunities available in this rapidly expanding field. Licensed massage therapists may choose to work in hospitals, chiropractic offices, pain management offices, spas, health clubs, cruise ships, resorts, health care/healing centers, or private practice.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Upon graduation from the program, students are eligible to apply to take the Federation of State Massage Therapy Boards exam. After passing the national certification exam, students may then apply to the South Carolina Department of Labor, Licensing and regulation board of Massage/Body Work Therapy for state licensing to practice in South Carolina or will need to meet state licensure requirements if practicing in another state.

Practical Experience

During the clinical portions of the program, students will work in various clinical settings. During the spring semester, students operate an on-campus clinic during regular class hours. In the summer semester, students will be assigned to various clinical facilities in the area. These clinics operate mostly during the regular working hours of the day. Students are responsible for their own transportation to the campus and to various agencies in the community to which they are assigned for clinical experiences.

EEDA Career Cluster

Health Sciences

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Contemporary Mathematics or Quantitative Reasoning	MAT 155 or MAT 103
3	Human Relations	PSY 103
3	Public Speaking	SPC 205
3	Humanities	ART 101, ART 107, ART 108, ENG 228, HSS 101, MUS 105, PHI 101, PHI 105, PHI 110, REL 101, REL 104, REL 105, REL 201, SPC 209, SPC 212, THE 101
3	Medical Vocabulary/Anatomy	AHS 104
4	Introduction to Massage	MTH 120
4	Principles of Massage I	MTH 121
4	Principles of Massage II	MTH 122
3	Massage Clinic	MTH 123
3	Massage Business Application	MTH 124
2	Pathology for Massage Therapy	MTH 126
1	Seminar for Massage Therapy	MTH 132
2	Massage Practicum	MTH 135
2	Kinesiology for Massage Therapy	MTH 136
2	Anatomy & Physiology for Massage	MTH 137
3	Accounting Principles or Accounting Concepts	ACC 101 or ACC 111
3	Entrepreneurship	BUS 110
3	Introduction to Computers	CPT 101
3	Marketing	MKT 101
3	Elective – any MGT, MKT, PSY or SOC course	Any MGT, MKT, PSY or SOC course
61	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
AHS 104	Medical Vocabulary/Anatomy I	3
COL 101	College Orientation	1
MTH 120	Introduction to Massage	4
MTH 121	Principles of Massage I	4
PSY 103	Human Relations	3

Second Semester

Course Code	Course Title	Credit Hours
MTH 122	Principles of Massage II	4
MTH 123	Massage Clinical	3
MTH 126	Pathology for Massage Therapy	2

Course Code	Course Title	Credit Hours
MKT 101	Marketing	3
MTH 137	Anatomy & Physiology for Massage I	2
MTH 132	Seminar for Massage	1

Third Semester

Course Code	Course Title	Credit Hours
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics or MAT 103 Quantitative Reasoning	3
MTH 124	Massage Business Application	3
MTH 135	Massage Practicum	2
BUS 110	Entrepreneurship	3
MTH 136	Kinesiology	2

Fourth Semester

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers	3
	Humanities General Education Course	3
	Elective	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
ACC 101	Accounting Principles or ACC 111 Accounting Concepts	3
	Total Credit Hours	**61**

Program Learning Outcomes:

Upon completion of the program, students will be able to:

1. Demonstrate professional responsibility and adherence to ethical principles.
2. Speak publicly, listen actively, and respond effectively.
3. Identify common evidence-based indications and contraindications for massage, and discuss the benefits of massage with clients.
4. Demonstrate active listening and critical thinking skills in interviewing and determining an appropriate treatment plan for a client.
5. Provide a professional and effective relaxation massage using classic (Swedish) techniques, demonstrate the appropriate application of deep tissue massage.

Medical Assisting (Diploma)

Program Start Date: Fall or Spring term
Minimum Program Length: 64 academic weeks; 4 consecutive terms day; 50 credits
Curriculum Code: 15214

Program Description

Medical assistants are health care professionals who perform basic clinical and laboratory skills as well as administrative office procedures. They assist physicians and nurses in caring for patient in ambulatory medical facilities.

Practical Experience

Students gain interpersonal and technical skills by completing clinical rotations in local physicians' offices.

Professional Opportunities

Certified medical assistants are employed in physicians' offices and selected areas in hospitals and clinics.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB). The CAAHEP contact information is: CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone (727) 210-2350, www.caahep.org.

EEDA Career Cluster

Health Sciences

Prerequisites

- One unit high school biology or chemistry or equivalent

Course Requirements

Credits	Course Title	Course Code
3	Medical Terminology	AHS 102
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Math for Business and Finance	MAT 160
2	Introduction to the Medical Assistant Profession	MED 102
5	Medical Office Skills I	MED 105
3	Common Diseases of the Medical Office	MED 108
3	Basic Laboratory Techniques	MED 113
4	Medical Assisting Clinical Procedures	MED 114
4	Medical Office Lab Procedures II	MED 116
4	Pharmacology for Medical Assistants	MED 118
2	Medical Assistant Emergency Preparedness	MED 120
2	Medical Assisting Financial Management	MED 134
8	Clinical Office Experience	MED 158
3	Psychology Course	PSY 103 or PSY 201

Credits	Course Title	Course Code
50	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

(Courses in bold are restricted and cannot be taken without permission of the department)

First Semester

Course Code	Course Title	Credit Hours
AHS 102	Medical Terminology	3
COL 101	College Orientation	1
ENG 165	Professional Communications	3
MAT 160	Math for Business and Finance	3
	Psychology course as listed above	3

Second Semester

Course Code	Course Title	Credit Hours
MED 102	**Introduction to the Medical Assistant Profession**	**2**
MED 105	**Medical Office Skills I**	**5**
MED 113	**Basic Laboratory Techniques**	**3**
MED 118	**Pharmacology for Medical Assistants**	**4**

Third Semester

Course Code	Course Title	Credit Hours
MED 108	**Common Diseases of the Medical Office**	**3**
MED 114	**Medical Assisting Clinical Procedures**	**4**
MED 116	**Medical Office Lab Procedures II**	**4**
MED 134	**Medical Assisting Financial Management**	**2**
MED 120	**Medical Assistant Emergency Preparedness**	**2**

Fourth Semester

Course Code	Course Title	Credit Hours
MED 158	**Clinical Office Experience**	**8**
	Total Credits	**50**

Program Learning Outcomes

Students will be able to:

1. Operate as a multi-skilled medical assistant in a healthcare setting.
2. Perform clinical responsibilities/procedures.
3. Apply administrative principles within the medical office.

4. Define the concept of medical asepsis.
5. Facilitate and/or assist with patient education.
6. Operate within the legal and ethical standards of the medical profession.
7. Practice professional oral and written communication skills.

Medical Laboratory Technology
(Associate Degree in Applied Science)

Program Start Date: Fall term
Minimum Program Length: 90 academic weeks; 6 consecutive terms, day; 77 credits
Curriculum Code: 35205

Program Description
Medical laboratory technology students' work as medical investigators analyzing blood, urine, spinal and other body fluids and tissues to help the physician diagnose, treat and monitor disease processes in patients. Students have less patient contact than many other health science students.

Practical Experience
Students gain interpersonal and technical skills by completing a nine month clinical rotation in affiliated hospitals, physicians' offices and clinics.

Professional Opportunities
Medical laboratory technicians work in hospitals, physicians' offices, veterinary clinics, private and research laboratories, and industrial laboratories. Medical laboratory technicians may also work as technical representatives and salespersons for medical supply companies.

Unique Aspects
A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Students perform blood collection techniques, examine specimens under a microscope, culture microorganisms, and operate complex digital medical equipment and computers. Graduates are eligible to apply to take the national certification examination to become certified Medical Laboratory Technicians (MLT). The Medical Laboratory Technology Program is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
600 N. River Road, Suite 720
Rosemont, IL 60018
(773) 714-8880
NAACLS Website (http://www.naacls.org)

Note: beginning with the August 2018 admission class, the Medical Laboratory Technology program requirements are changing. The program will no longer require CPT 101 *Introduction to Computers*. In addition, the math requirement will become MAT 110 *College Algebra* only; MAT 155 *Contemporary Mathematics* will no longer be permitted. Students who have taken MAT 155 prior to August 2017 should consult with the program director.

EEDA Career Cluster:
Health Science

Prerequisites:
- One unit HS biology or equivalent
- One unit HS chemistry or equivalent

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Introduction to Computers	CPT 101
3	English Composition I	ENG 101
3	Public Speaking	SPC 205
3	Humanities General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 228, HSS 101, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPC 209, SPC 212, THE 101
3	Social/Behavioral Sciences General Education Course	PSY 201, PSY 203, PSY 212, PSY 214, SOC 101
3	Mathematics General Education Course	MAT 155, MAT 110
58	MLT Courses	MLT 102, 105, 110, 115, 120, 130, 205, 210, 219, 241, 251, 252, 270
77	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.

NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

(Courses in bold are restricted and cannot be taken without permission of the department)

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
	Mathematics General Education Course	3
ENG 101	English Composition I	3
CPT 101	Introduction to Computers	3

Second Semester (This must be a Fall semester)

Course Code	Course Title	Credit Hours
	Social/Behavioral Sciences General Education Course	3
MLT 102	**Fundamentals of Medical Laboratory Technology**	**3**
MLT 105	**Medical Microbiology**	**4**
MLT 115	**Immunology**	**3**

Third Semester

Course Code	Course Title	Credit Hours
MLT 110	**Hematology**	**4**
MLT 120	**Immunohematology**	**4**
MLT 130	**Clinical Chemistry**	**4**
MLT 205	**Advanced Microbiology**	**4**

Fourth Semester

Course Code	Course Title	Credit Hours
SPC 205	Public Speaking	3
	Humanities/Fine Arts General Education Course	3
MLT 210	**Advanced Hematology**	**4**
MLT 219	**Clinical Instrumentation**	**3**

Fifth Semester

Course Code	Course Title	Credit Hours
MLT 270	**Clinical Applications**	**12**

Sixth Semester

Course Code	Course Title	Credit Hours
MLT 241	**Medical Lab Transition**	**3**
MLT 251	**Clinical Experience I**	**5**
MLT 252	**Clinical Experience II**	**5**
	Total Credits	**77**

Program Learning Outcomes

Students will be able to:

1. Demonstrate proper procedures for the collection, processing, and analysis of biological specimens.
2. Perform routine clinical laboratory tests in Chemistry, Hematology/Hemostasis, Immunology/Immunohematology, Microbiology, and Point of Care Testing.
3. Perform and monitor Quality Control, and Preventative Maintenance recognizing factors which interfere with analytical tests and take appropriate actions.
4. Correlate laboratory test results with patient diagnosis and treatment.
5. Demonstrate professional and ethical behavior consistent with current academic and clinical standards.
6. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Certified Nursing Assistant - CNA (Certificate)

Program Start Date: Fall and spring terms
Minimum Program Length: 15 academic weeks; 1 semester; 16 credits
Curriculum Code: 61128

Program Description

The Certified Nursing Assistant (CNA) Certificate is a credit program taken in the Academic Affairs area. Students in the Certified Nursing Assistant (CNA) Certificate Program learn general care of patients, and modern concepts of geriatric health care and nursing techniques in the long term care setting. Graduates of this program are eligible to take the Competency Exam for state certification as a Certified Nursing Assistant (CNA). A grade of "C" or higher is required in all core (AHS) courses.

Practical Experience

Students gain interpersonal, comprehensive technical skills through clinical rotations in long-term care facilities.

Professional Opportunities

Nursing assistants, under the supervision of nurses and other licensed health care personnel, provide personal care and emotional support to elderly and/or acutely ill patients confined to hospitals, short-term intermediate facilities, and long-term care institutions. Nursing assistants employed in health care facilities are often the principal caregivers and are required to take temperatures, pulse, respiration, and blood pressure. In addition, nursing assistants observe patients' physical, mental and emotional conditions and report any changes to the nursing or medical staff. They also assist by answering patients' call bells, delivering messages, serving meals, making beds, and helping patients eat.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Students taking this credit program may be eligible for Lottery Tuition Assistance (LTA), scholarships or other financial aid. Check with the SCC Financial Aid Office to determine eligibility for financial aid while taking this program. If you are interested in ONLY receiving CEUs, check with Corporate and Community Education (CCE) to inquire about the availability of the Certified Nurse Assistant courses which are not eligible for financial aid. Certified Nurse Assistants have excellent job prospects, and opportunities in the field are expected to increase rapidly over the next several years with the changing client demographics

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
3	College Skills	COL 103
2	Introduction to Health Professions	AHS 101
3	Medical Vocabulary/Anatomy	AHS 104
5	Long-Term Care	AHS 163
3	Fundamentals of Disease	AHS 170
16	**TOTAL CREDITS**	

Semester Display

(Courses in bold are restricted and cannot be taken without permission of the department)

First Semester

Course Code	Course Title	Credit Hours
COL 103	College Skills	3
AHS 101	Introduction to Health Professions	2
AHS 104	Medical Vocabulary/Anatomy	3
AHS 163	**Long Term Care**	**5**
AHS 170	Fundamentals of Disease	3
	Total Credits	**16**

Program Learning Outcomes

Students will be able to:

1. Demonstrate safe and competent care of the client within the scope of practice.
2. Perform in a competent, professional and ethical manner in carrying out delegated actions.
3. Communicate and interact effectively and appropriately with individuals, families, healthcare professionals, administrators, and others.

Nursing (Associate Degree in Applied Science)

Program Start Date: Fall or Spring term
Minimum Program Length: 74 academic weeks; 5 consecutive terms, day or late afternoons; 67 credits
Curriculum Code: 35208

Program Description

The Associate Degree in Applied Sciences-Nursing (ADN) curriculum prepares individuals to assume responsibilities as direct health care providers in a variety of health care settings. The program is designed to help students integrate nursing principles and theories with the sciences to utilize the nursing process in the practice of holistic nursing. The focus of nursing is on health promotion, maintenance, curative, restorative, supportive, and terminal care to individuals and groups of all ages while taking into consideration the factors that influence them in the total environment.

Practical Experience

Students gain interpersonal, comprehensive critical thinking and technical skills through clinical rotations in affiliated hospitals, clinics, physicians' offices, health care facilities, and lab simulations.

Professional Opportunities

Registered nurses practice in hospitals, clinics, physicians' offices, long term care facilities and community agencies.

Unique Aspects

Weighted admission criteria is used in the selection of students for entry into the ADN program. Students must be able to independently lift 25 lbs. Students must maintain a "C" or higher in all nursing courses in order to progress through the program. Students will be required to demonstrate continuous competency and passing competency exams associated with certain courses within the curriculum prior to being allowed to progress to the next curriculum courses or to graduate from the program. Students who are unsuccessful at passing competency exams after a pre-determined number of attempts will not be allowed to continue in or graduate from the program regardless of previous course grades.

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Graduates of the ADN program may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The ADN program has a written articulation agreement with USC-Upstate for the purpose of seamless transfer into the Bachelor Degree in Nursing (BSN) program.

Important Information for Incoming Students

Effective August 2009, Biology courses may only be repeated twice (a withdrawal is considered an attempt) within a 7 year period for students pursuing the ADN degree. Effective August 2012, there is a seven (7) year limit on the biology courses within the curriculum.

Note: beginning with the August 2018 admission class, the Nursing program requirements will include COL 101 College Orientation (1 credit). Students make elect to take COL 103 College Success (3 credits) if they prefer. Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

EEDA Career Cluster:

Health Science

Course Requirements

Credits	Course Title	Course Code
4	Anatomy and Physiology I	BIO 210
4	Anatomy and Physiology II	BIO 211
4	Microbiology	BIO 225
3	Introduction to Computers	CPT 101
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Math	MAT 110 or MAT 120
2	Pharmacologic Basics in Nursing Practice	NUR 106
2	Basic Health Assessment in Nursing	NUR 138
5	Obstetric, Neonatal, & Women's Health Nursing	NUR 148
6	Nursing Concepts and Clinical Practice I	NUR 165
6	Nursing Concepts and Clinical Practice II	NUR 265
7	Basic Nursing Concepts	NUR 120
4	Nursing Care of Children	NUR 212
4	Mental Health Nursing	NUR 214
1	Advanced Alterations in Health II	NUR 224
1	Principles of Management and Leadership	NUR 270
2	Management and Leadership Practicum	NUR 271
3	General Psychology	PSY 201
67	**TOTAL CREDITS**	

Semester Display

(courses in bold are restricted and cannot be taken without permission of the department)

First Semester

Course Code	Course Title	Credit Hours
BIO 210	Anatomy and Physiology I	4
MAT	Math Course	3
NUR 106	**Pharmacologic Basics in Nursing Practice**	**2**
NUR 120	**Basic Nursing Concepts**	**7**
NUR 138	**Basic Health Assessment Skills**	**2**

Second Semester

Course Code	Course Title	Credit Hours
BIO 211	**Anatomy and Physiology II**	**4**
ENG 101	English Composition I	3
NUR 148	**Obstetric, Neonatal, & Women's Health Nursing**	**5**
NUR 165	**Nursing Concepts and Clinical Practice I**	**6**

Third Semester

Course Code	Course Title	Credit Hours
BIO 225	Microbiology	4

Course Code	Course Title	Credit Hours
CPT 101	Introduction to Computers	3
ENG 102	English Composition II	3
PSY 201	General Psychology	3

Fourth Semester

Course Code	Course Title	Credit Hours
NUR 212	**Nursing Care of Children**	**4**
NUR 214	**Mental Health Nursing**	**4**
NUR 224	**Advanced Alterations in Health II**	**1**

Fifth Semester

Course Code	Course Title	Credit Hours
NUR 265	**Nursing Concepts and Clinical Practice II**	**6**
NUR 270	**Principles of Management and Leadership**	**1**
NUR 271	**Management and Leadership Practicum**	**2**
	Total Credits	**67**

Program Learning Outcomes

Students will be able to:

1. Demonstrate proficiency in psychomotor nursing interventions.
2. Utilize the conceptual framework of the nursing process to provide client-oriented care.
3. Integrate critical thinking skills to enhance client care.
4. Demonstrate use of effective communication skills.
5. Demonstrate professional and ethical self-accountability.

Patient Care Technician (Certificate)

Program Start Date: Fall, spring, and spring, fall
Minimum Program Length: 30 academic weeks; 2 consecutive terms; 29 credits
Curriculum Code: 712252

Program Description

The Patient Care Technician Certificate is a credit program taken in the Academic Affairs area. Students in the Patient Care Technician (PCT) Certificate Program learn special advanced foundational skills such as phlebotomy, glucose monitoring, EKG, urinary catheterization, sterile dressing changes and various specimen collection.

Practical Experience

Students gain interpersonal, comprehensive technical skills through clinical rotations in affiliated hospitals, clinics and other health care facilities.

Professional Opportunities

Patient Care Technicians (PCT) may be employed in hospitals, clinics, rehabilitation centers, assisted living facilities, nursing homes or long term care facilities. The role of the PCT continues to evolve and expand. This profession is a good pathway into nursing or other health care professions. As an unlicensed health care professional, a PCT works under the supervision of physicians and other licensed health care personnel.

Unique Aspects

Students taking this credit program may be eligible for Lottery Tuition Assistance (LTA), scholarships or other financial aid. Check with the SCC Financial Aid Office to determine eligibility for financial aid while taking this program. If you are interested in ONLY receiving CEUs, check with Corporate and Community Education (CCE) to inquire about the availability of the Patient Care Technician courses which are not eligible for financial aid. A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.
By the end of the first semester, students must obtain their nursing assistant certification (CNA) from the state of South Carolina in order to register and progress into the subsequent semesters of the program. Patient Care Technicians have excellent job prospects, and opportunities in the field are expected to increase rapidly over the next several years with the changing client demographics. Patient Care Technicians (PCT) may earn $18,000 - $35,000 annually; depending on the area which he/she goes to work.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
3	Medical Vocabulary/Anatomy	AHS 104
2	Clinical Computations	AHS 107
5	Phlebotomy Practicum	AHS 144
6	Health Care Procedures II	AHS 152
5	Long-Term Care	AHS 163
3	Fundamentals of Disease	AHS 170
4	Cardiac Monitoring Applications	AHS 177
1	College Orientation	COL 101*
29	**TOTAL CREDITS**	

*Or COL 103 *College Skills*. *NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.*

Semester Display

(Courses in bold are restricted and cannot be taken without permission of the department)

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
AHS 104	Medical Vocabulary/Anatomy	3
AHS 107	**Clinical Computations**	**2**
AHS 163	**Long Term Care**	**5**
AHS 170	Fundamentals of Disease	3

Second Semester

Course Code	Course Title	Credit Hours
AHS 144	**Phlebotomy Practicum**	**5**
AHS 152	**Health Care Procedures II**	**6**
AHS 177	**Cardiac Monitoring Applications**	**4**
	Total Credits	**29**

Program Learning Outcomes

Students will be able to:

1. Demonstrate safe and competent care of the client within the scope of practice.
2. Perform in a competent, professional and ethical manner in carrying out delegated actions.
3. Communicate and interact effectively and appropriately with individuals, families, healthcare professionals, administrators, and others.
4. Distinguish normal versus abnormal values and/or changes in the client's health status across the lifespan.
5. Assess the client's health status and response to actual or potential health problems within the scope of practice.
6. Use patient assessment data to formulate a plan of care that addresses the patient's healthcare needs within scope of practice.

Emergency Medical Services – General Technology (Associate Degree in Applied Science)

Program Start Date: Any, but the paramedic courses start in the spring semester
Minimum Program Length: 74 academic weeks; 5 terms; 66 credits
Curriculum Code: 35318

Program Description

Students in the Emergency Medical Services-General Technology AAS program will receive training in advanced prehospital medical skills through extensive didactic coursework, psychomotor skills labs, clinical rotations, field experience, and internship.

Practical Experience

Students will complete didactic courses as well as clinical rotations in the emergency department, ICU, operating room, trauma center, obstetrics, pediatrics and other areas. Students will also complete field experience and internship on a 911 ambulance in an Emergency Medical Services system.

Professional Opportunities

Paramedics can become field supervisors, operations managers, administrative directors, or executive directors of Emergency Medical Services systems. Many become instructors, dispatchers, or physician assistants; others move into sales or marketing of emergency medical equipment. Some individuals become EMTs and paramedics first and then further their education to become registered nurses, physician assistants, physicians, or other health care professionals.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

EMT and Paramedic certificate courses are included in the AAS degree. Opportunities to challenge psychomotor and written certification examinations administered by the National Registry of Emergency Medical Technicians are available to students who complete the EMT certificate and the paramedic certificate.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL101*
3	Medical Terminology	AHS 102
4	Basic Anatomy and Physiology	BIO 112**
4	Emergency Medical Care I	EMS 105
4	Emergency Medical Care II	EMS 106
2	Emergency Medical Services Operations	EMS 119
5	Introduction to Advanced Care	EMS 150
2	Paramedic Clinical I	EMS 151
5	Advanced Emergency Medical Care I	EMS 230
2	Paramedic Clinical II	EMS 231
2	Paramedic Internship I	EMS 232
5	Advanced Emergency Medical Care II	EMS 240

Credits	Course Title	Course Code
2	Paramedic Clinical III	EMS 241
2	Paramedic Internship II	EMS 242
4	NREMT Review	EMS 270
4	Paramedic Capstone	EMS 272
3	Communication Course	ENG 165 or ENG 101
3	Mathematics Course	MAT 155, MAT 110, MAT 111, MAT 120, MAT 140
3	Social Science Course	ANT 101, ECO 201, ECO 210, ECO 211, GEO 101, GEO 102, HIS 101, HIS 102, HIS 104, HIS 105, HIS 112, HIS 115, HIS 201, HIS 202, HSS 205, PSC 201, PSC 215, PSC 220, PSY 103, PSY 201, SOC 101,
3	Public Speaking	SPC 205
3	Humanities Course	ART 101, ART 107, ART 108, ENG 102, HSS 101, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPC 209, SPC 212, THE 101
66	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.
**BIO 112 is a prerequisite to EMS 150

Semester Display

(Courses in bold are restricted and cannot be taken without approval of the department)

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
AHS 102	Medical Terminology	3
BIO 112	Basic Anatomy and Physiology	4
EMS 105	**Emergency Medical Care I**	**4**
EMS 106	**Emergency Medical Care II**	**4**

Second Semester (Spring Term Only)

Course Code	Course Title	Credit Hours
EMS 150	**Introduction to Advanced Care**	**5**
EMS 151	**Paramedic Clinical I**	**2**
	Mathematics course as listed above	3
	Communication course as listed above	3

Third Semester

Course Code	Course Title	Credit Hours
EMS 230	**Advanced Emergency Medical Care I**	**5**

Course Code	Course Title	Credit Hours
EMS 231	**Paramedic Clinical II**	**2**
EMS 232	**Paramedic Internship I**	**2**
SPC 205	Public Speaking	3

Fourth Semester

Course Code	Course Title	Credit Hours
EMS 119	**Emergency Medical Services Operations**	**2**
EMS 240	**Advanced Emergency Medical Care II**	**5**
EMS 241	**Paramedic Clinical III**	**2**
EMS 242	**Paramedic Internship II**	**2**
	Humanities course as listed above	3

Fifth Semester

Course Code	Course Title	Credit Hours
EMS 270	**NREMT Review**	**4**
EMS 272	**Paramedic Capstone**	**4**
	Social Science course as listed above	3
	Total Credits	**66**

Program Learning Outcomes

Upon completion of the Paramedic Program, the graduate will be able to:

1. Apply EMS and general medical knowledge necessary to function in a healthcare setting.
2. Demonstrate a broad range of paramedic level EMS skills, both difficult and routine.
3. Demonstrate professional and ethical behavior in working with patients in a variety of settings and situations.
4. Practice professional oral and written communication in a healthcare setting.

Emergency Medical Technician (Certificate)

Program Start Date: Fall, spring and summer terms
Minimum Program Length: 16 academic weeks; 1 term; 16 credits
Curriculum Code: 61058

Program Description

This academic credit program provides instruction and practice in dealing with medical and traumatic emergencies. Topics include medical, legal and ethical issues, obtaining vital signs, airway management, oxygen administration, airway devices, CPR and AED operation, scene and patient assessments, physical examination, obtaining a medical history, pharmacology, medical emergencies such as heart attack, respiratory distress, strokes, diabetics and poisonings, traumatic injuries such as bleeding control, wound care, shock management, splinting fractures, motor vehicle collisions, and head and spine injuries, IV maintenance, obstetrics, childbirth, special patient populations, ambulance operations including communication, documentation, infection control, HAZMAT (Hazardous Materials), weapons of mass destruction, terrorism and mass casualty incidents.

Use of diagnostic equipment, operation of stretchers and ambulances and skills related to pre-hospital emergency care will be covered in lab sessions and in field experience on a 911 ambulance.

Graduates of the Emergency Medical Technician program will be eligible to challenge the National Registry of Emergency Medical Technicians' (NREMT) practical and written certification examinations and are immediately employable upon certification.

Practical Experience

Formal classroom learning is combined with practical skills labs and field experience on a 911 ambulance. Competent graduates are well-prepared to face the challenges and rewards of being an EMT.

Professional Opportunities

EMTs are employed in agencies such as the pre-hospital environment on emergency ambulances, in non-emergent transport services, in hospital emergency rooms, clinics and in other allied health care settings.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

The EMT certificate is a credit program taken through the Academic Affairs area. Students taking this program may be eligible for Financial Aid, Scholarships and Lottery Tuition Assistance if qualified. Check with the SCC Financial Aid Office (592-4810) to determine eligibility for financial aid while taking this program.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
3	Medical Terminology	AHS 102

Credits	Course Title	Course Code
4	Basic Anatomy & Physiology	BIO 112
1	College Orientation	COL 101*
4	Emergency Medical Care I	EMS 105
4	Emergency Medical Care II	EMS 106
16	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Notes: Graduates must be at least 18 years old. Successful completion of EMS 105 and 106 allows students to take the EMT certification exams.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
AHS 102	Medical Terminology	3
BIO 112	Basic Anatomy & Physiology	4
EMS 105	Emergency Medical Care I	4
EMS 106	Emergency Medical Care II	4
	Total Credits	**16**

Program Learning Outcomes

Students will be able to:

1. Demonstrate foundational EMT medical knowledge of established and evolving emergency medical care.
2. Demonstrate hands-on performance of clinical and technical skills typical of an EMT.
3. Demonstrate a professional and ethical behavior in carrying out responsibilities of EMS and the health professions.
4. Practice professional oral and written communication in a healthcare setting.

Paramedic (Certificate)

Program Start Date: Spring
Minimum Program Length: 58 academic weeks; 4 terms; 36 credits
Curriculum Code: **71231**

Program Description

Students in the Paramedic Certificate program will receive training in advanced pre-hospital medical skills through extensive didactic coursework, psychomotor skills labs, clinical rotations, field experience and internship.

Practical Experience

Students will complete didactic courses as well as clinical rotations in the emergency department, ICU, operating room, trauma center, obstetrics, pediatrics and other areas. Students will also complete field experience and internship on a 911 ambulance in an Emergency Medical Services system.

Professional Opportunities

Paramedics can become field supervisors, operations managers, administrative directors, or executive directors of Emergency Medical Services systems. Many become instructors, dispatchers, or physician assistants; others move into sales or marketing of emergency medical equipment. Some individuals become EMTs and paramedics first and then further their education to become registered nurses, physician assistants, physicians, or other health care professionals.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Opportunity to challenge psychomotor and written certification examinations administered by the National Registry of Emergency Medical Technicians is available to students who complete the paramedic certificate.

EEDA Career Cluster:

Health Sciences

Prerequisites:

• Students must have completed 45 hours of college-level anatomy and physiology. This requirement can be satisfied by successfully completing the following courses:
  BIO 112
  BIO 210 or 211
  Similar courses approved by the Dean of Health and Human Services
• Must have documentation of current SC EMT certification
• Exemption credit for EMS 105 and EMS 106 will be awarded with documentation of current SC EMT certification. The SC EMT certification must remain valid the entire program.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
5	Introduction to Advanced Care	EMS 150
2	Paramedic Clinical I	EMS 151

Credits	Course Title	Course Code
5	Advanced Emergency Medical Care I	EMS 230
2	Paramedic Clinical II	EMS 231
2	Paramedic Internship I	EMS 232
5	Advanced Emergency Medical Care II	EMS 240
2	Paramedic Clinical III	EMS 241
2	Paramedic Internship II	EMS 242
2	Emergency Med. Services Operations	EMS 119
4	NREMT Review	EMS 270
4	Paramedic Capstone	EMS 272
36	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

(Courses in bold are restricted and cannot be taken without permission of the department)

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
EMS 150	**Introduction to Advanced Care**	**5**
EMS 151	**Paramedic Clinical I**	**2**

Second Semester

Course Code	Course Title	Credit Hours
EMS 230	**Advanced Emergency Medical Care I**	**5**
EMS 231	**Paramedic Clinical II**	**2**
EMS 232	**Paramedic Internship I**	**2**

Third Semester

Course Code	Course Title	Credit Hours
EMS 119	**Emergency Medical Services Operations**	**2**
EMS 240	**Advanced Emergency Medical Care II**	**5**
EMS 241	**Paramedic Clinical III**	**2**
EMS 242	**Paramedic Internship II**	**2**

Fourth Semester

Course Code	Course Title	Credit Hours
EMS 270	**NREMT Review**	**4**
EMS 272	**Paramedic Capstone**	**4**
	Total Credits	**36**

Program Learning Outcomes

Upon completion of the Paramedic Program, the graduate will be able to:

1. Apply knowledge and application of established and evolving biomedical and clinical science to patient care.
2. Employ all medical and diagnostic procedures considered essential for the practice of pre-hospital emergency care.
3. Recognize and adapt to the larger context and system of pre-hospital and emergency care.
4. Integrate resources external to pre-hospital and emergency systems to provide optimal health care.
5. Demonstrate professional responsibility and adherence to ethical principles.
6. Practice patient care that is appropriate and compassionate in the treatment of health problems and the promotion of health.
7. Practice professional oral and written communication in a healthcare setting.

Pharmacy Technician (Certificate)

Program Start Date: Any term
Minimum Program Length: 42 academic weeks; 3 terms full-time/day, clinical may involve evening or weekend hours; 38 credits
Curriculum Code: 71090

Program Description

The Pharmacy Technician Program prepares graduates to perform essential functions in various areas of pharmacy practice including retail, hospital, long-term care, home health care, physician office pharmacies and specialized areas of pharmacy. The program provides employers with a competent technician to assist the pharmacist within their scope of practice and to perform necessary unsupervised daily tasks including basic to extensive medication preparation, dosage calculations, compounding, IV admixture, patient information maintenance, inventory and quality control.

Practical Experience

Students in a pharmacy lab and in local pharmacies build proficiency in pharmacy processes and procedures such as procuring, manipulating, and preparing drugs for dispensing.

Professional Opportunities

Pharmacy technicians can obtain employment in retail, hospital, physicians' offices, home health pharmacies, specialty pharmacies, as well as sales and technical support positions for drug manufacturers and software companies.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

The Pharmacy Technician Program is nationally accredited by the American Society of Health-System Pharmacists. Graduates are eligible to apply for state certification after completing 1,000 work hours as a South Carolina registered pharmacy technician and passing the Pharmacy Technician Certification Exam given by the Pharmacy Technician Certification Board.

Registration and Certification

Pharmacy Technician students are required to be registered with the S.C. Department of Labor, Licensing and Regulation Board of Pharmacy prior to beginning clinical rotations. This involves completing a registration application and paying a $40 fee. The application includes the following two questions:

1. During the past five years, have you been treated for any condition, be it physical, mental, or emotional that could impair your ability to serve as a pharmacy technician?
2. During the past five years, have you been convicted of any criminal or civil charges (other than minor traffic ticket); is any legal action pending against your or are you currently on probation for any charges or legal action?

If the answer is yes to either of these questions, applicants are required to attach a full written explanation and the State Board of Pharmacy will review each situation separately to determine if applicants will be allowed in a clinical site.

The application for taking the national certification examination from the Pharmacy Technician Certification Board also states that the eligibility requirements to sit for the exam include the statement "you must have never been convicted of a felony".

Therefore, students who have been convicted of a felony will not be eligible to take the national certification examination. Students who have been convicted of any criminal or civil charges (other than a minor traffic ticket), have any legal action pending against them, are currently on probation for any charges or legal action, or have been treated for any condition, be it physical, mental, or emotional that could impair their ability to serve as a pharmacy technician during the past five years may not be able to attend clinical rotations and could not complete the program.

EEDA Career Cluster:

Health Sciences

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Introduction to Pharmacy	PHM 101
4	Pharmacy Practice	PHM 110
2	Pharmacy Math	PHM 112
3	Therapeutic Agents I	PHM 114
2	Pharmacy Law and Ethics	PHM 103
2	Applied Pharmacy Practice Laboratory	PHM 111
3	Pharmacy Technician Math	PHM 113
3	Therapeutic Agents II	PHM 124
3	Special Topics in Pharmacy	PHM 250
9	Pharmacy Clinical Experience	PHM 151
3	Pharmacy Technician Practicum	PHM 175
38	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Notes: Graduates must be at least 18 years old.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
PHM 101	Introduction to Pharmacy	3
PHM 110	Pharmacy Practice	4
PHM 112	Pharmacy Math	2
PHM 114	Therapeutic Agents I	3

Second Semester

Course Code	Course Title	Credit Hours
PHM 103	Pharmacy Law and Ethics	2
PHM 111	Applied Pharmacy Practice Laboratory 2	2

Course Code	Course Title	Credit Hours
PHM 113	Pharmacy Technician Math	3
PHM 124	Therapeutic Agents II	3
PHM 250	Special Topics in Pharmacy	3

Third Semester

Course Code	Course Title	Credit Hours
PHM 151	Pharmacy Clinical Experience	9
PHM 175	Pharmacy Technician Practicum	3
	Total Credits	**38**

Program Learning Outcomes

Students will be able to:

1. Demonstrate the ability to process and handle medications and orders in a community pharmacy setting.
2. Demonstrate the ability to process and handle medications and orders in an institutional pharmacy setting.
3. Prepare non-sterile compounds in accordance with USP <795> guidelines.
4. Prepare sterile compounds in accordance with USP <797> guidelines.
5. Employ patient and medication-safety practices in all aspects of the pharmacy technician’s roles.

Pre-Chiropractic (Certificate)

Program Start Date: Any term
Minimum Program Length: 32 academic weeks; 2 terms day or evening; 26 credits
Curriculum Code: 71218

Program Description

The certificate in Pre-Chiropractic is designed for students whose goal is a doctor of chiropractic degree at Sherman College of Chiropractic and who have already completed the Associate of Science Degree (AS). Students should first complete the Associate in Science (AS) including the courses recommended by Sherman College of Chiropractic. This course information is found on the SCC website at https://www.sccsc.edu/chiro/.

Professional Opportunities

Upon completion of both the Associate in Science degree (Pre-Chiropractic Advising Track) and the Certificate in Pre-Chiropractic, with an acceptable GPA, students will be eligible to apply to Sherman College of Chiropractic.

Unique Aspects

This certificate contains courses for transfer to many colleges or universities. A minimum of C or higher is required in all courses.

EEDA Career Cluster:

Health Sciences

Course Requirements:

Credits	Course Title	Course Code
3	Accounting Principles 1	ACC 101
3	Accounting Principles II	ACC 102
3	Macroeconomics	ECO 210
4	Elementary Spanish I	SPA 101
4	Elementary Spanish II	SPA 102
3	Marketing	MKT 101
3	Entrepreneurship	BUS 110
3	Advertising	MKT 240
26	**TOTAL CREDITS**	

Notes: For more information, please contact Dr. Gail Jones at (864) 592-4081 or via email (jonesg@sccsc.edu).

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ACC 101	Accounting Principles I	3
SPA 101	Elementary Spanish I	4
ECO 210	Macroeconomics I	3
MKT 101	Marketing	3

Second Semester

Course Code	Course Title	Credit Hours
ACC 102	Accounting Principles II	3
SPA 102	Elementary Spanish II	4
BUS 110	Entrepreneurship	3
MKT 240	Advertising	3
	Total Credits	**26**

Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Construct a marginal analysis of costs and benefits resulting in efficient resource allocation.
3. Perform all functions of an accounting cycle by using a double entry accounting system.
4. Create financial statements and schedules in accordance with general accepted accounting principles (GAAP).
5. Summarize the foundation of marketing.
6. Demonstrate speaking and listening skills that are appropriate for non-native speakers of Spanish.
7. Create business-related reports, spreadsheets, databases and presentations using industry software and collaboration tools.

Radiologic Technology (Associate Degree in Applied Science)

Program Start Date: Fall term
Minimum Program Length: 100 academic weeks; 7 consecutive terms, day; 89 credits
Curriculum Code: 35207

Program Description

Radiologic technology students assist the radiologist by performing radiographic examinations of the body to rule out or confirm diseases, fractures and other injuries.

Practical Experience

Students gain proficiency through lab simulations and clinical experiences in affiliated hospitals and imaging facilities.

Professional Opportunities

Registered radiographers work in hospitals, clinics and specialized physicians' offices; with additional training and/or experience, radiographers may specialize in other modalities such as bone densitometry, mammography, nuclear medicine, radiation therapy, ultrasound, computed tomography, magnetic resonance imaging and interventional radiology.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Graduates are eligible to apply to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT) to become registered technologists in radiography. The Radiologic Technology Program is accredited by:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
e-mail: mail@jrcert.org

Note: beginning with the August 2018 admission class, the Radiologic Technology program requirements are changing. The program will no longer require AHS 102 *Medical Terminology* and CPT 101 *Introduction to Computers* but will require BIO 112 *Basic Anatomy and Physiology*. Students anticipating a fall 2018 admission should take BIO 112 prior to admission.

EEDA Career Cluster

Health Science

Prerequisites

- One unit High School biology
- One unit High School algebra or equivalent

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Medical Terminology	AHS 102

Credits	Course Title	Course Code
3	Introduction to Compuers	CPT 101
3	English Composition I	ENG 101
3	Speech	SPC 205
3	Humanities General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 228, HSS 101, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPC 209, SPC 212, THE 101
3	Social/Behavioral Sciences General Education Course	PSY 201, PSY 203, PSY 212
3	Mathematics General Education Course	MAT 110, MAT 111, MAT 130
4	Biology	BIO 112
67	Radiography Courses	RAD 102, 105, 110, 115, 121, 130, 136, 153, 176, 201, 205, 225, 230, 256, 268, 278, 282, 283
89	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

(Courses in bold are restricted and cannot be taken without permission of the department)

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
AHS 102	Medical Terminology	3
	Mathematics General Education Course	3
ENG 101	English Composition I	3
CPT 101	Introduction to Computers	3
SPC 205	Public Speaking	3

Second Semester (This must be a Fall semester)

Course Code	Course Title	Credit Hours
RAD 102	**Patient Care Procedures**	**2**
RAD 105	**Radiographic Anatomy**	**4**
RAD 110	**Radiographic Imaging I**	**3**
RAD 130	**Radiographic Procedures I**	**3**
RAD 153	**Applied Radiography I**	**3**

Third Semester

Course Code	Course Title	Credit Hours
RAD 115	**Radiographic Imaging II**	**3**
RAD 136	**Radiographic Procedures II**	**3**

Course Code	Course Title	Credit Hours
RAD 176	**Applied Radiography III**	**6**
RAD 201	**Radiation Biology**	**2**

Fourth Semester

Course Code	Course Title	Credit Hours
	Social/Behavioral Sciences General Education Course	3
RAD 230	**Radiographic Procedures III**	**3**
RAD 256	**Advanced Radiography I**	**6**

Fifth Semester

Course Code	Course Title	Credit Hours
RAD 121	**Radiographic Physics**	**4**
RAD 268	**Advanced Radiography II**	**8**
RAD 283	**Imaging Practicum**	**3**

Sixth Semester

Course Code	Course Title	Credit Hours
	Humanities General Education Course	3
RAD 205	**Radiographic Pathology**	**2**
RAD 278	**Advanced Radiography III**	**8**
RAD 282	**Imaging Practicum**	**2**

Seventh Semester

Course Code	Course Title	Credit Hours
RAD 225	**Selected Radiographic Topics**	**2**
	Total Credits	**89**

Program Learning Outcomes

Students will be able to:

1. Demonstrate appropriate interpersonal skills for effective communication with patients and healthcare personnel.
2. Identify and problem-solve situational variants to provide excellent standards of patient care.
3. Demonstrate proficiency in the program-related entry-level skills.
4. Demonstrate professional and ethical behavior expected in the workplace.
5. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

Respiratory Care (Associate Degree in Applied Science)

Program Start Date: Fall term
Minimum Program Length: 100 academic weeks; 7 terms, day; 81 credits
Curriculum Code: **35215**

Program Description

The respiratory therapist is one of the most critical members of any health care team. Respiratory therapists work closely with doctors to diagnose, treat, manage and educate patients with asthma, emphysema and a wide range of other respiratory problems. Respiratory care students learn to assess a patient's need for respiratory care, administer the therapy, evaluate the patient's response and modify the care to provide the maximum benefit to the patient.

Practical Experience

Students develop skills through lab simulations and clinical rotations at affiliated hospitals and other designated health care agencies.

Professional Opportunities

Registered respiratory therapists work in hospitals providing therapy, intensive care units managing ventilators, in emergency rooms delivering life-saving treatments, in newborn and pediatric units helping children with conditions ranging from premature birth to cystic fibrosis, in patients' homes providing regular check-ups, in sleep laboratories helping diagnose disorders such as sleep apnea, in skilled nursing facilities and pulmonary rehabilitation programs helping older people get more out of life and in physicians' offices conducting pulmonary function tests and providing patient education.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Graduates are eligible to apply and take the Therapist Multiple Choice examination. Graduates who earn the upper cut score are then eligible to take the Computer Simulation Exam to obtain Registry Credentials.

Important Information for Incoming Students

Students interested in the Respiratory Care program must submit a complete application packet in the spring of each year to be considered for acceptance to respiratory specific courses which start in the fall. Admission to the Respiratory Care program is competitive and should the number of applicants exceed the number allowed in the fall, admissions will be based on a “Selective Admission Ranking” which is included in the application packet. It is likely that some students will be placed on a wait list, while others will be advised to consider another curriculum or reapply for a future semester.

RES courses are offered in the day only on the main campus of SCC. Clinicals may be scheduled in Cherokee, Rutherford, Spartanburg and Union Counties. Clinicals start at 6:45 a.m. Students should not work more than 20 hours/week when clinicals start and should have a backup system in place for daycare and transportation before the semester begins.

EEDA Career Cluster:

Health Sciences

Prerequisites:

• One unit high school biology or chemistry or equivalent
• BIO 210 Anatomy and Physiology I

Course Requirements:

Credits	Course Title	Course Code
1	College Orientation	COL 101*
4	Anatomy and Physiology I	BIO 210
4	Anatomy and Physiology II	BIO 211
4	Microbiology	BIO 225
3	English Composition I	ENG 101
3	Humanities	ART 101, ART 107, ART 108, ENG 102, ENG 228, HSS 101,HSS 111, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPC 209, SPC 212, THE 101
3	Mathematics	MAT 120
3	Social/Behavioral Sciences	PSY 201, PSY 203, PSY 212, PSY 214
3	Intro to Respiratory Care	RES 101
2	Pathophysiology	RES 111
4	Respiratory Skills I	RES 121
3	Cardiopulmonary Physiology	RES 123
4	Respiratory Skills II	RES 131
3	Respiratory Skills III	RES 141
5	Clinical Applications I	RES 151
3	Clinical Applications II	RES 152
3	Neonatal/Pediatric Care	RES 204
1	Adv. Respiratory Care Transition	RES 242
4	Advanced Respiratory Skills	RES 244
2	Advanced Respiratory Skills II	RES 245
2	Respiratory Pharmacology	RES 246
2	Advanced Respiratory Pharmacology	RES 247
5	Clinical Practice II	RES 255
5	Advanced Clinical Practice	RES 275
5	Advanced Clinical Practice II	RES 277
81	**TOTAL CREDITS**	

Note: The minimum grade point average for admission into the program is 2.5

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

(Courses in bold are restricted and cannot be taken without permission of the department)

Can be taken at any time

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
ENG 101	English Composition	3
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 255	Microbiology	4
	Mathematics General Education Course	3
	Social/Behavioral Sciences General Education Course	3

First Semester

Course Code	Course Title	Credit Hours
RES 101	**Intro to Respiratory Care**	**3**
	Humanities/Fine Arts General Education Course	3
RES 121	**Respiratory Skills I**	**4**
RES 246	**Respiratory Pharmacology**	**2**

Second Semester

Course Code	Course Title	Credit Hours
RES 111	**Pathophysiology**	**2**
RES 131	**Respiratory Skills II**	**4**
RES 151	**Clinical Applications I**	**5**

Third Semester

Course Code	Course Title	Credit Hours
RES 141	**Respiratory Skills III**	**3**
RES 152	**Clinical Applications II**	**3**
RES 247	**Advanced Respiratory Pharmacology**	**2**

Fourth Semester

Course Code	Course Title	Credit Hours
RES 204	**Neonatal/Pediatric Care**	**3**
RES 244	**Advanced Respiratory Skills I**	**4**
RES 255	**Clinical Practice**	**5**

Fifth Semester

Course Code	Course Title	Credit Hours
RES 123	**Cardiopulmonary Physiology**	**3**
RES 245	**Advanced Respiratory Skills II**	**2**
RES 275	**Advanced Clinical Practice**	**5**

Sixth Semester

Course Code	Course Title	Credit Hours
RES 242	Advanced Respiratory Care Transition	1
RES 277	Advanced Clinical Practice II	5
	Total Credits	81

Program Learning Outcomes:

Students will be able to:

1. Successfully complete all self-assessment board preparation exams as they progress through the program.
2. Demonstrate the ability to speak publicly, listen actively, and respond effectively.
3. Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective. (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).
4. Demonstrate knowledge and skills needed to successfully pass NBRC entry level exam (CRT).
5. Apply medical ethics and law specific to the practice of respiratory care.

Surgical Technology Diploma

Program Start Date: Fall term
Minimum Program Length: 58 academic weeks; 4 consecutive terms day; 50 credits
Curriculum Code: 15211

Program Description

Surgical technology students learn to facilitate the surgical process by selecting sterile supplies, anticipating the needs of the surgeon, and assisting with the operation as directed by the surgeon. They also maintain aseptic technique and sterile conditions prior to and during surgery to minimize the risk of infection to the patient.

Practical Experience

Students work in lab simulations during the first and second terms and gain clinical experience in affiliated hospitals, ambulatory surgical centers, and physicians' offices during the second and third terms.

Professional Opportunities

Certified surgical technologist in operating rooms, labor and delivery suites, sterile processing departments, physicians' offices, veterinary hospitals, medical sales, organ, and tissue procurement teams.

Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

Graduates will fulfill the eligibility requirement to take the National Surgical Technology Certifying Exam through the National Board of Surgical Technology and Surgical Assisting to become a certified surgical technologist. Students must be a graduate of a CAAHEP accredited program to take the exam.

EEDA Career Cluster

Health Sciences

Prerequisites

- One unit high school biology or chemistry or equivalent

Course Requirements

Credits	Course Title	Course Code
3	Anatomy Course	AHS 104 or BIO 112 or (BIO 210 and BIO 211)
1	College Orientation	COL 101*
3	Professional Communications	ENG 165
3	Mathematics Course	MAT 155, MAT 110, MAT 111, MAT 120, MAT 140
3	Psychology Course	PSY 103 or PSY 201
5	Introduction to Surgical Technology	SUR 101
5	Applied Surgical Technology	SUR 102
2	Advanced Surgical Procedures	SUR 106
3	Surgical Specialty Procedures	SUR 107
3	Surgical Anatomy I	SUR 108
3	Surgical Anatomy II	SUR 109
4	Surgical Practicum I	SUR 112

Credits	Course Title	Course Code
7	Surgical Specialty Practicum	SUR 114
3	Basic Surgical Procedures	SUR 116
2	Surgical Seminar	SUR 120
50	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

(Courses in bold are restricted and cannot be taken without permission of the department)

First Semester

Course Code	Course Title	Credit Hours
	Anatomy Course as listed above	3
COL 101	College Orientation	1
ENG 165	Professional Communications	3
	Mathematics course as listed above	3
	Psychology course as listed above	3

Second Semester

Course Code	Course Title	Credit Hours
SUR 101	**Introduction to Surgical Technology**	**5**
SUR 102	**Applied Surgical Technology**	**5**
SUR 108	**Surgical Anatomy I**	**3**

Third Semester

Course Code	Course Title	Credit Hours
SUR 106	**Advanced Surgical Procedures**	**2**
SUR 109	**Surgical Anatomy II**	**3**
SUR 112	**Surgical Practicum I**	**4**
SUR 116	**Basic Surgical Procedures**	**3**

Fourth Semester

Course Code	Course Title	Credit Hours
SUR 107	**Surgical Specialty Procedures**	**3**
SUR 114	**Surgical Specialty Practicum**	**7**
SUR 120	**Surgical Seminar**	**2**
	Total Credits	**50**

Program Learning Outcomes

Students will be able to:

1. Apply knowledge of Anatomy and Physiology, Microbiology, Pharmacology, and Medical Terminology within the surgical environment.
2. Facilitate the surgical process by selecting sterile supplies, anticipating the needs of the surgeon, and assisting with the operation as directed by the surgeon.
3. Demonstrate professional responsibility in performance, attitude, and personal conduct.
4. Find errors in aseptic technique and unsafe sterile conditions in an effort to minimize the risk of infection to the surgical patient.
5. Demonstrate proficiency in the skills and procedures required of a surgical technologist in a professional/clinical setting.
6. Demonstrate their ability to speak publicly, listen attentively, and respond effectively.

Education

Spartanburg Community College offers several pathways/programs for students interested in education.

Early Care

The **Early Care and Education**, **Early Childhood and Development** and **Infant and Toddler** programs are paths for students entering the field of early childhood education as daycare teachers, teachers' assistants, and directors of daycare programs. The programs are also designed to upgrade job skills of individuals already employed in the field. Early Care offers transfer to select universities to pursue a bachelor's degree.

Early Care and Education
- Early Care and Education, AAS Degree

Early Childhood Development
- Early Childhood Development Certificate

Infant and Toddler Program
- Infant and Toddler Certificate

Teacher Education

Those wanting to become elementary, middle and high school teachers should pursue SCC's **Teacher Education** path through the **University Transfer** Program.

- Early Childhood
- Elementary
- Middle Level
- Secondary
- Special Needs
- Physical Education, Music Education and Art Education

Early Care and Education (Associate Degree in Applied Science)

Program Start Date: Fall or spring term
Minimum Program Length: 74 academic weeks; 5 terms day, 6 terms night; 64 credits
Curriculum Code: 35207

Program Description

The Early Care and Education program offers a combination of classroom instruction and supervised hands-on experiences that prepare students for direct entry into the field of Early Care and Education.

Practical Experience

Students gain early childhood development skills through rotations in child development centers, Head Start programs, private, and public and/or special education facilities.

Professional Opportunities

Students with the associate degree may become teachers in child development centers, preschools, Head Start programs and after-school programs. Students may also qualify as instructional assistants in the school system, private and public kindergartens or special education facilities.

Unique Aspects

Student entering the program must have a criminal background investigation (CBI) and health form completed during ECD 102. Any positive CBI check within the last seven (7) years will result in the student being dismissed from the Early Care and Education Program.

A minimum of C or higher is required in all ECD courses.

Requirements for Associate in Arts (AA)

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

EEDA Career Cluster:

Education and Training

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Introduction to Computers	CPT 101
3	Communications	ENG 165 or ENG 101
3	Humanities/Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 201, 202, 205, 206, 208, 209, 228, 235, 236, 238, FRE 102, GER 102, HSS 101, MUS 105, PHI 101, 110, REL 101, 104, 105, 201, SPA 102, 201, 202, 213, SPC 212, THE 101, 105
3	Mathematics General Education Courses	MAT 155 or MAT 110 or MAT 103
3	Social/Behavioral Sciences General Education Course	PSY 201
3	Public Speaking	SPC 205
3	Introduction to Early Childhood	ECD 101
3	Growth and Development I	ECD 102
3	Guidance – Classroom Management	ECD 105

Credits	Course Title	Course Code
3	Exceptional Children	ECD 107
3	Family and Community Relations	ECD 108
3	Language Arts	ECD 131
3	Creative Experiences	ECD 132
3	Science and Math Concepts	ECD 133
3	Health, Safety and Nutrition	ECD 135
3	Curriculum Issues of Infants and Toddlers	ECD 200
3	Principles of Ethics and Leadership in Early Care and Education	ECD 201
3	Growth and Development II	ECD 203
3	Methods and Material	ECD 237
3	Supervised Field Experience I	ECD 243
3	Early Childhood Electives	ECD 109, 205, 207 or SAC 101
64	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.

NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ENG 101 or	English Composition I	
ENG 165	Professional Communications	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 135	Health, Safety, and Nutrition	3
ECD 203	Growth and Development II	3
CPT 101	Introduction to Computers	3

Third Semester

Course Code	Course Title	Credit Hours
ECD 108	Family and Community Relations	3
	Humanities/Fine Arts General Education Course	3
MAT 155 or	Contemporary Mathematics	
MAT 110	College Algebra	3
or Mat 103	Quantitative Reasoning	

Fourth Semester

Course Code	Course Title	Credit Hours
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
	Early Childhood Elective (ECD 109, 205, 207 or SAC 101)	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3

Fifth Semester

Course Code	Course Title	Credit Hours
ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3
ECD 237	Methods and Materials	3
ECD 243	Supervised Field Experience I	3
	Total Credits	**64**

Program Learning Outcomes

Students will be able to:

1. Plan and implement experiences which stimulate children's physical, cognitive, language, emotional, and social development.
2. Demonstrate professionalism through course work, observations, and field experiences within the early care and education field.
3. Identify and demonstrate an understanding of the characteristics and needs of young children.
4. Identify and demonstrate the use of appropriate assessment in early care and education.
5. Demonstrate family and community involvement within the early care and education field.
6. Demonstrate the ability to speak, listen actively, and respond effectively.

Early Childhood Development (Certificate)

Program Start Date: Fall and spring terms
Minimum Program Length: 32 academic weeks; 2 terms; 28 credits
Curriculum Code: 70454

Program Description

Early childhood development students acquire specific skills to create activities for the social, emotional, physical and mental development of children, both in and out of the classroom.

Practical Experience

Students gain early childhood development skills through studies of best practices in child development centers, private and public kindergartens, and special facilities.

Professional Opportunities

Graduates may work as teacher's aides in special education facilities or child development centers, or as a teacher in a child development facility.

Unique Aspects

Student entering the program must have a criminal background investigation (CBI) and health form completed during ECD 102. Any positive CBI check within the last seven (7) years will result in the student being dismissed from the Early Care and Education Program.

A minimum of C or higher is required in all courses.

EEDA Career Cluster:

Education and Training

Course Requirements:

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Introduction to Early Childhood	ECD 101
3	Growth and Development I	ECD 102
3	Guidance – Classroom Management	ECD 105
3	Exceptional Children	ECD 107
3	Language Arts	ECD 131
3	Creative Experiences	ECD 132
3	Science and Math Concepts	ECD 133
3	Health, Safety and Nutrition	ECD 135
3	Growth and Development II	ECD 203
28	**TOTAL CREDITS**	

Note: The Early Childhood Development Certificate has been approved as an alternative to the Child Development Associate (CDA) credential required as certification for Head Start teachers.

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3

Second Semester

Course Code	Course Title	Credit Hours
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3

Total Credits 28

Program Learning Outcomes

Students will be able to:

1. Plan and implement experiences for children from birth through age 8 which stimulate children's physical, cognitive, language, emotional, and social development.
2. Demonstrate professionalism through course work, observations, and field experiences within the early care and education field.
3. Identify and demonstrate an understanding of the characteristics and needs for children from birth through age 8.
4. Identify and demonstrate the use of appropriate assessment in early care and education.
5. Demonstrate family and community involvement within the early care and education field.
6. Demonstrate their ability to speak, listen actively, and respond effectively.

Infant Toddler (Certificate)

Program Start Date: Fall and spring terms
Minimum Program Length: 32 academic weeks; 2 terms; 22 credits
Curriculum Code: 70961

Program Description

The Infant Toddler Certificate Program is designed to help upgrade and enhance the skills of infant and toddler child care professionals and also is open to those with no experience. Professionals working with children birth through three years old are provided with training related to experiences in growth and development, curriculum issues, and practical classroom experience. This certificate and the individual courses will lead to the Infant/Toddler credentials administered by the Center for Child Care Career Development if the student wishes to pursue these avenues.

Practical Experience

Students gain infant toddler skills through rotations in child development centers, early Head Start, and/or special education facilities.

Professional Opportunities

Graduates may work as a teacher's aide in special education facilities or child development centers, or as teacher in a child development facility.

Unique Aspects

Student entering the program must have a criminal background investigation (CBI) and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being dismissed from the Early Care and Education Program.

A minimum of C or higher is required in all courses.

EEDA Career Cluster:

Education and Training

Course Requirements:

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Introduction to Early Childhood	ECD 101
3	Growth and Development I	ECD 102
3	Language Arts	ECD 131
3	Curriculum Issues in Infant and Toddler Development	ECD 200
3	Socialization and Group Care of Infants and Toddlers	ECD 205
3	Inclusive Care for Infants and Toddlers	ECD 207
3	Supervised Field Experience in Infant and Toddler Environment	ECD 251
22	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Inclusive Care for Infants and Toddlers	3

Second Semester

Course Code	Course Title	Credit Hours
ECD 131	Language Arts	3
ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 251	Supervised Field Experiences in Infant/Toddler Environment	3
	Total Credits	**22**

Program Learning Outcomes

Students will be able to:

1. Plan and implement experiences for children from birth through age 3 which stimulate physical, cognitive, language, emotional, and social development.
2. Demonstrate professionalism through course work, observations, and field experiences in the early care and education environment for children from birth through age 3.
3. Identify and demonstrate an understanding of the characteristics and needs of children from birth through age 3.
4. Identify and demonstrate the use of appropriate assessment with children from birth to age 3.
5. Demonstrate family and community involvement within the early care and education field.
6. Demonstrate their ability to speak, listen actively, and respond effectively.

Horticulture

SCC's Horticulture programs provide students with the knowledge and skills required for a successful career in the horticulture industry. Thanks to a widely respected campus arboretum with many gardens and greenhouse production facilities on our campus, SCC students gain hands-on experience with plant production, landscaping, nursery operations, greenhouse management and more.

Horticulture Programs at SCC

Horticulture

In this associate degree in applied science degree, students are trained in landscaping, nursery and garden center operations, greenhouse management and horticulture support operations.

Horticulture, AAS Degree

Landscape Management

This is an evening and online program designed to help students currently employed full time who want to expand their knowledge and opportunities in the horticulture industry.

Landscape Management Certificate

Sustainable Agriculture

This certificate is designed for individuals already employed or interested in the production of agronomic crops in a sustainable environment, preparing students for jobs in the agribusiness and food systems industry.

Sustainable Agriculture Certificate

University Transfer

Designed to provide students with their freshman and sophomore years of a typical bachelor's degree through an Associate in Arts or Associate in Sciences degree earned at SCC. Upon completion, students can transfer eligible credits to another college or university. Several specialized transfer tracks are available, including horticulture. Email Jason Bagwell at bagwellj@sccsc.edu for more information.

Horticulture Technology (Associate Degree in Applied Science)

Program Start Date: Fall or spring term
Minimum Program Length: 64 academic weeks; 4 terms; 70 credits
Curriculum Code: 35402

Program Description

Horticulture technology students study applied plant science emphasizing plant production and use. Students are trained in landscaping, nursery and garden center operations, greenhouse management, and horticulture support operations.

Practical Experience

Students participate in indoor and outdoor labs, greenhouse and nursery operations and the establishment and maintenance of ornamental gardens on the College's campus. In addition, students participate in horticultural work projects and field trips to horticulture sites within the region. Students receive training for the landscaping industry, nursery and garden center operations, and greenhouse management, as well as supporting horticulture supply businesses.

Professional Opportunities

Graduates may find employment in nursery operations, landscape management, grounds maintenance, landscape installation, parks and forestry services, urban forestry, retail plant sales, garden center management, greenhouse operation and horticulture supply businesses, and similar fields.

Unique Aspects

Each year, numerous horticulture technology program students complete internships with various companies, including Walt Disney World, Callaway Gardens and Biltmore House and Gardens.

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
3	Mathematics General Education Course	MAT 155 or MAT 110
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 112, 115, 201, 202, HSS 205, PSC 201, 215, 220, PSY 103, 201, 203, 212, 214, SOC 101, 102, 205
3	English Composition I	ENG 101
3	Humanities/Fine Arts General Education Course	ART 101, 107, 108, ENG 102, 201, 202, 205, 206, 208, 209, 228, 235, 236, 238, FRE 102, GER 102, HSS 101, MUS 105, PHI 101, 110, REL 101, 104, 105, 201, SPA 102, 201, 202, 213, SPC 212, THE 101, 105
3	Public Speaking	SPC 205
4	Landscape Plant Materials	HRT 105
4	Plant Form and Function	HRT 110
4	Soils	HRT 125
4	Horticulture Pest Control	HRT 141
3	Landscape Design & Implementation	HRT 104
2	Annuals and Perennials	HRT 108

Credits	Course Title	Course Code
3	Nursery Operations	HRT 132
3	Plant Propagation	HRT 139
3	Sustainability in Horticulture	HRT 169
3	Horticulture Business Management	HRT 200
3	Commercial Irrigation	HRT 121
4	Greenhouse Technology	HRT 230
3	Turf Management	HRT 241
4	Landscape Installation	HRT 253
3	Urban Tree Care	HRT 255
4	Landscape Management	HRT 256
70	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Notes: Any student who changes their program from the Landscape Management Certificate or the Palmetto Professional Landscape Certificate to the Horticulture Technology Associate Degree in Applied Science program must make up the lab credits through a process designated by the Department Chair.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
MAT 155 or	Contemporary Mathematics	
MAT 110	College Algebra	3
COL 101	College Orientation	1
HRT 110	Plant Form & Function	4
HRT 105	Landscape Plant Materials	4
HRT 108	Annuals and Perennials	2
HRT 141	Horticulture Pest Control	4

Second Semester

Course Code	Course Title	Credit Hours
ENG 101	English Composition I	3
HRT 125	Soils	4
HRT 139	Plant Propagation	3
HRT 104	Landscape Design & Implementation	3
HRT 169	Sustainability in Horticulture	3

Third Semester

Course Code	Course Title	Credit Hours
	Social/Behavioral Sciences General Education Course	3
HRT 200	Horticulture Business Management	3
HRT 121	Commercial Irrigation	3
HRT 225	Urban Tree Care	3
HRT 132	Nursery	3
HRT 241	Turf Management	3

Fourth Semester

Course Code	Course Title	Credit Hours
	Humanities/Fine Arts General Education Course	3
SPC 205	Public Speaking	3
HRT 253	Landscape Installation	4
HRT 256	Landscape Management	4
HRT 230	Greenhouse Technology	4
	Total Credits	**70**

Program Learning Outcomes

Students will be able to:

1. Demonstrate their ability to speak publicly, listen actively and respond effectively.
2. Develop and maintain a diverse horticulture landscape.
3. Practice professionalism in horticulture applications.
4. Produce plants in commercial horticulture settings.
5. Employ appropriate business management skills used in the horticulture industry.

Landscape Management (Certificate)

Program Start Date: Fall or spring term
Minimum Program Length: 32 academic weeks; 2 terms evening; 22 credits
Curriculum Code: 70377

Program Description

Landscape management students develop skills in the use of modern techniques and materials in landscape management.

Practical Experience

Students participate in special projects utilizing the College's ornamental garden and adjacent grounds for both observation and study.

Professional Opportunities

Graduates may find employment in the landscape management and nursery fields.

Unique Aspects

This certificate is designed especially for individuals already employed in landscape management and nursery businesses and for individuals desiring specific training in the major courses. The program is offered in the evening to accommodate individuals working in the industry; students may enroll fall or spring term. Credits earned may be applied to the horticulture associate degree (see note below).

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
4	Landscape Plant Materials	HRT 105
3	Commercial Irrigation	HRT 121
4	Horticulture Pest Control	HRT 141
4	Landscape Installation	HRT 253
3	Turf Management	HRT 241
3	Urban Tree Care	HRT 255
22	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
HRT 105	Landscape Plant Materials	4
HRT 141	Horticulture Pest Control	4
HRT 121	Commercial Irrigation	3
COL 101	College Orientation	1

Second Semester

Course Code	Course Title	Credit Hours
HRT 241	Turf Management	3
HRT 253	Landscape Installation	4
HRT 255	Urban Tree Care	3
	Total Credits	**22**

Program Learning Outcomes

Students will be able to:

1. Demonstrate their ability to speak publicly, listen actively and respond effectively.
2. Select plants and grass for horticulture landscapes.
3. Create landscape designs, irrigation systems and hardscape entities for commercial and residential landscapes.
4. Develop and maintain a diverse horticulture landscape.

Sustainable Agriculture (Certificate)

Program Start Date: Fall, Spring or Summer term
Minimum Program Length: 42 academic weeks; 3 terms; 31 credits
Curriculum Code:

Program Description

This program will explore the broad field of sustainable agriculture, agribusiness and food systems.

Practical Experience

Students participate in special projects utilizing the College's sustainable agriculture garden and adjacent horticulture grounds in the arboretum for both observation and study.

Professional Opportunities

Graduates may find employment in the Agribusiness industry.

Unique Aspects

This certificate is designed for individuals already employed or interested in the promotion of agronomic crops in a sustainable environment. It will prepare students for jobs in the agribusiness and food systems industry. Students will learn the ecological, biological, environmental and economic impact of growing food such as fruits and vegetables sustainably. The program is designed to strengthen our local environment, food systems and economy by providing educated and skilled employees.
Students may enroll fall, spring or summer term. Credits earned may be applied to the horticulture associate degree (see note below).

EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements

Credits	Course Title	Course Code
1	College Orientation	COL 101*
4	Landscape Plant Materials	HRT 105
3	Commercial Irrigation	HRT 121
4	Horticulture Pest Control	HRT 141
3	Sustainability in Horticulture	HRT 169
4	Soils	HRT 125
3	Plant Propagation	HRT 139
3	Intro to Sustainable Agriculture	AGR 201
3	Introduction to Permaculture	AGR 220
3	Farm to Markets	AGR 222
31	**TOTAL CREDITS**	

*Or COL 103 *College Skills*.
NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
COL 101	College Orientation	1

Course Code	Course Title	Credit Hours
HRT 105	Landscape Plant Materials	4
HRT 141	Horticulture Pest Control	4
HRT 121	Commercial Irrigation	3

Second Semester

Course Code	Course Title	Credit Hours
HRT 125	Soils	4
HRT 139	Plant Propagation	3
HRT 169	Sustainability in Horticulture	3

Third Semester

Course Code	Course Title	Credit Hours
AGR 201	Introduction to Sustainable Agriculture	3
AGR 220	Introduction to Permaculture	3
AGR 222	Farm to Markets	3
	Total Credits	**31**

Program Learning Outcomes

Students will be able to:

1. Describe various job options in the agribusiness and food systems industry.
2. Design and maintain a diverse agriculture garden.
3. Produce crops and plants in a sustainable environment.
4. Employ appropriate business management skills used in the sustainable agriculture industry.

University Transfer

SCC's University Transfer Program is designed to provide students with their freshman and sophomore years of a typical bachelor's degree through an Associate in Arts or Associate in Sciences degree earned at SCC. Upon completion, students can seamlessly transfer to any public four-year college in South Carolina (if student is accepted by that institution). Many credits also transfer to other in-state and out-of-state institutions.

University Transfer from SCC

Complete the first two years of your bachelor's degree at SCC and graduate with:

Associate in Arts (AA)
Associate in Science (AS)
Associate in Science Pre-Health Sciences
General Technology Associate in Applied Science (AAS)

SCC offers several options for transferring to specific colleges or universities in various areas of study including:

American Sign Language (ASL)
Business
Graphic/Digital Design
Computer Science
Horticulture/Agriculture
Pre-Chiropractic
Pre-Engineering
Pre-Health Sciences
Teacher - Early Childhood Education (Certified Teacher)
Teacher - Elementary Education
Teacher - Middle, Secondary and Special Needs Education

Associate in Arts (University Transfer Program)

Program Start Date: Any term
Minimum Program Length: 64 academic weeks; 4 terms day or online, 6 terms evening, 60-66 credits
Curriculum Code: 45600

Program Description

The associate in arts degree is designed for students whose goal is a four-year degree. The AA (associate in arts) program provides students the freshmen and sophomore years of a bachelor's degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshmen and sophomore years at a four-year college or university.

Professional Opportunities

The associate in arts degree requirements parallel the courses completed during the first two years of a bachelor's degree in fields such as education, English, foreign language, history, journalism, business administration, business education, international studies, political science, geography, psychology, recreation, sociology, physical education, speech, fine arts and social work.

Unique Aspects

Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting courses. Students should meet with an SCC academic advisor to plan an academic schedule for their four-year degree goal. Students may earn an associate in arts degree completely online.

Requirements for Associate in Arts (AA)

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

EEDA Career Cluster:

All 16 career clusters may apply.

Course Requirements

Credits	Course Title	Course Code
1	College Orientation/College Skills	COL 101 or COL 103
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Speech	SPC 205
3	Humanities/Fine Arts General Education Course	ART 101, ASL 102, 201, 202, ENG 201, 202, 205, 206, 208, 209, FRE 102, GER 102, MUS 105, PHI 101, 105, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
3	History	HIS 101, 102, 104, 105, 201, 202,
3	Mathematics General Education Course	MAT 103, 110, 111, 120, 130, 140, 141, 240, 242
4	Lab Science General Education Course	AST 101, 102, BIO 101, 102, 210, 211, 225, CHM 105, 110, 111, 211, 212, PHS 101, PHY 201, 202, 221, 222

Credits	Course Title	Course Code
18	Social Sciences, Behavioral Sciences, Humanities, or Fine Arts	ANT 101, ART 101, 107, 108, ASL 101, 102, 201, 202, ECO 210, 211, ENG 201, 202, 205, 206, 208, 209, FRE 101, 102, GER 101, 102, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, MUS 105, PHI 101, 105, 110, PSC 201, 215, PSY 201, 203, 212, REL 201, SPA 101, 102, 201, 202, SOC 101, 102, 205, SPC 209, THE 101,
16-22	Elective Credits	ACC 101, 102, ANT 101, ART 101, 107, 108, 111, 112, 121, 122, 211, ARV 110, 217, 227, 261 ASL 101, 102, 201, 202, 220, AST 101, 102, BIO 101, 102, 112, 210, 211, 215, 216, 225, 240, CGC 101, 110, CHM 105, 110,111, 211, 212, CPT 101, 168, 185, 206, CRJ 101, ECD 101, 102, 107, ECO 210, 211, EDU 102, 230, ENG 201, 202, 205, 206, 208, 209, 228, 235, 236, 238, 260, 265, 299, EGR 269, 270, EVT 201, 261, FRE 101, 102, GEO 101, 102, GER 101, 102, HIS 101, 102, 104, 105, 112, 115, 201, 202, HRT 104, 125, 169, 241, 273, HSS 101, 205, 299, HUS 101, IDS 101, 104, 207, ITP 201, MAT 103, 110, 111, 120, 130, 132, 140, 141, 211, 212, 215, 220, 240, 242, MUS 101, 102, 105, PHI 101, 105, 110, PHS 101, 102, PHY 201, 202, 221, 222, PSC 102, 201, 206, 215, 220, PSY 103, 201, 203, 212, 214, REL 101, 104, 105, 201, SOC 101, 102, 205, SPA 101, 102, 201, 202, SPC 208, 209, 212, 285,THE 101, 105, 220, 225, 226, 240, 241, 253
60-66	**TOTAL CREDIT RANGE**	

**NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.*

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ENG 101	English Composition I	3
	Mathematics General Education Course	3
COL 101 *or* COL 103	College Orientation *or* College Skills	1
	Social/Behavior Sciences General Education Course	3
	Elective	3-4

Course Code	Course Title	Credit Hours
	Elective*	1-4*

Second Semester

Course Code	Course Title	Credit Hours
ENG 102	English Composition II	3
	Humanities/Fine Arts General Education Course	3
	Elective	3-4
	Elective	3-4
	History	3

Third Semester

Course Code	Course Title	Credit Hours
SPC 205	Public Speaking	3
	Social Sciences, Behavioral Sciences, Humanities or Fine Arts	3
	Social Sciences, Behavioral Sciences, Humanities or Fine Arts	3
	Elective	3
	Lab Science General Education Course	4

Fourth Semester

Course Code	Course Title	Credit Hours
	Social Sciences, Behavioral Sciences Humanities or Fine Arts	3
	Social Sciences, Behavioral Sciences Humanities or Fine Arts	3
	Social Sciences, Behavioral Sciences Humanities or Fine Arts	3
	Social Sciences, Behavioral Sciences Humanities or Fine Arts	3
	Elective	3-4
	Total Credit Range	**60-66**

* Students must select courses that total 60-66 credits. This elective may be required to meet the minimum credit requirements of the program.

Specialized Advising

See the SCC Website (www.sccsc.edu) for more information on the specialized advising for the following programs. Students who intend to pursue these fields of study should request a specific advisor and meet with their advisor for a more detailed listing of course options.

American Sign Language
Business Administration
Early Childhood Education
Elementary Education
Graphics Design
Information Management and Systems
Middle Level Education
Secondary Education
Special Education

Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and different audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

Associate in Science (University Transfer Program)

Program Start Date: Any term
Minimum Program Length: 64 academic weeks; 4 terms day or online, 6 terms evening; 60-66 credits
Curriculum Code: 55600

Program Description

The associate in science degree is designed for students whose goal is a four-year degree. The AS (associate in science) program provides students the freshmen and sophomore years of a bachelor's degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshmen and sophomore years at a four-year college or university.

Professional Opportunities

The associate in science degree requirements parallel the courses completed during the first two years of a bachelor's degree in fields such as biology, chemistry, dentistry, medicine, nursing, pharmacy, physics, agriculture, forestry, mathematics, textiles, veterinary medicine, engineering, statistics, and computer science.

Unique Aspects

Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting courses at SCC. Students should meet with an SCC academic advisor to plan an academic schedule for their four-year degree goal.

Requirements for Associate in Science (AS)

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

EEDA Career Cluster:

All 16 career clusters may apply.

Course Requirements:

Credits	Course Title	Course Code
1	College Orientation/College Skills	COL 101 or COL 103*
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Speech	SPC 205
3	Humanities/Fine Arts General Education Course	ART 101, ASL 102, 201, 202, ENG 201, 202, 205, 206, 208, 209, FRE 102, GER 102, MUS 105, PHI 101, 105, 110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205
3	Mathematics General Education Courses	MAT 110, 111, 120, 130, 140, 141, 240, 242
4	Lab Science General Education Courses	AST 101, 102, BIO 101, 102, 210, 211, 225, CHM 105, 110, 111, 211, 212, PHY 201, 202, 221, 222

Credits	Course Title	Course Code
6	Social Sciences, Behavioral Sciences, Humanities, or Fine Arts	ANT 101, ART 101, 107, 108, ASL 101, 102, 201, 202, ECO 210, 211, ENG 201, 202, 205, 206, 208, 209, FRE 101, 102, GER 101, 102, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, MUS 105, PHI 101, 105, 110, PSC 201, 215, PSY 201, 203, 212, REL 201, SPA 101, 102, 201, 202, SOC 101, 102, 205, SPC 209, THE 101,
16	Mathematics and/or Sciences	AST 101, 102, BIO 101, 102, 210, 211, 225, 240, CHM 105, 110, 111, 211, 212, MAT 110, 111, 120, 130, 140, 141, 220, 240, 242, PHS 101, PHY 201, 202, 221, 222
15-21	Elective Credits	ACC 101, 102, ANT 101, ART 101, 107, 108, 111, 112, 121, 122, 211, ARV 110, 217, 227, 261 ASL 101, 102, 201, 202, 220, AST 101, 102, BIO 101, 102, 112, 210, 211, 215, 216, 225, 240, CGC 101, 110, CHM 105, 110,111, 211, 212, CPT 101, 168, 185, 206, CRJ 101, ECD 101, 102, 107, ECO 210, 211, EDU 102, 230, ENG 201, 202, 205, 206, 208, 209, 228, 235, 236, 238, 260, 265, 299, EGR 269, 270, EVT 201, 261, FRE 101, 102, GEO 101, 102, GER 101, 102, HIS 101, 102, 104, 105, 112, 115, 201, 202, HRT 104, 125, 169, 241, 273, HSS 101, 205, 299, HUS 101, IDS 101, 207, ITP 201, MAT 103, 110, 111, 120, 130, 132, 140, 141, 211, 212, 215, 220, 240, 242, MUS 101, 102, 105, PHI 101, 105, 110, PHS 101, 102, PHY 201, 202, 221, 222, PSC 102, 201, 206, 215, 220, PSY 103, 201, 203, 212, 214, REL 101, 104, 105, 201, SOC 101, 102, 205, SPA 101, 102, 201, 202, SPC 208, 209, 212, 285, THE 101, 105, 220, 225, 226, 240, 241, 253
60-66	**TOTAL CREDIT RANGE**	

**NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.*

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ENG 101	English Composition I	3
	Mathematics General Education Course	3-4
COL 101 or COL 103	College Orientation or College Skills	1
	Social/Behavior Sciences General Education Course	3
	Lab Science General Education Course	3

Second Semester

Course Code	Course Title	Credit Hours
ENG 102	English Composition II	3
	Humanities/Fine Arts General Education Course	3-4
	Mathematics/Lab Science	4
	Elective	3
	Social Sciences, Behavioral Sciences, Humanities or Fine Arts	3-4

Third Semester

Course Code	Course Title	Credit Hours
SPC 205	Public Speaking	3
	Social Sciences, Behavioral Sciences, Humanities of Fine Arts	3
	Mathematics/Lab Science	4
	Mathematics/Lab Science	4
	Elective	3-4

Fourth Semester

Course Code	Course Title	Credit Hours
	Mathematics/Lab Science	4
	Elective	3
	Elective	3-4
	Elective	3-4
	Elective	3-4
	Total Credit Range	**60-66**

Students must select courses that total 60-66 credits

Specialized Advising

See the SCC Website (www.sccsc.edu) for more information on specialized advising for the following programs. Students who intend to pursue these fields of study should request a specific advisor and meet with their advisor for a more detailed listing of course options.

Computer Science
Horticulture
Middle Level Education
Pre-Chiropractic
Pre-Engineering
Secondary Education

Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

Associate in Science – Pre-Health Science

Program Start Date: Any term
Minimum Program Length: 64 academic weeks; 4 terms day or online, 6 terms evening, 60-66 credits
Curriculum Code: 55600

Program Description

The associate in science, pre-health science degree is the program of choice for students who are preparing for a career in nursing, radiologic technology, medical lab technology or respiratory-related health care fields`. The associate of science, pre-health science program provides students with a broad liberal arts and sciences background that is equivalent to the first two years of a bachelor's degree. Courses within the program provide students with the flexibility to tailor their degree program to individual career goals.

Professional Opportunities

The associate in science, pre-health science degree requirements parallel the courses completed during the first two years of a bachelor's degree in fields such as biology, chemistry, dentistry, medicine, nursing, pharmacy, veterinary medicine, and similar health related fields. This program is the ideal choice for students who plan to complete a bachelor degree in nursing, radiologic technology, medical lab technology or the respiratory field.

Unique Aspects

Most associate in science – pre-health science courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting courses at SCC. Students should meet with an SCC academic advisor to plan an academic schedule for their four-year degree goal.

Requirements for Associate in Science – Pre-Respiratory

Students are responsible for checking with the specific college or university to which they plan to transfer (including their target program within that institution) to determine the transferability of any course. Students interested in the AAS- Nursing, Radiological Technology, Medical Lab Technology or Respiratory Care degrees at SCC should consult the SCC catalog for complete information on admission requirements and consult with an SCC advisor. Students should visit the financial aid office to discuss their educational plans.

EEDA Career Cluster:

All 16 career clusters may apply.

Course Requirements:

Credits	Course Title	Course Code
1	College Orientation/College Skills	COL 101 or COL 103*
3	English Composition I	ENG 101
3	English Composition II	ENG 102
3	Speech	SPC 205
3	Humanities/Fine Arts General Education Course	ART 101, ASL 102, 201, 202, ENG 201, 202, 205, 206, 208, 209, FRE 102, GER 102, MUS 105, PHI 101, 105,110, SPA 102, 201, 202, THE 101
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 210, 211, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, PSC 201, 215, PSY 201, 203, 212, SOC 101, 102, 205

Credits	Course Title	Course Code
3	Mathematics General Education Course	MAT 110, 111, 120, 130, 140, 141, 240, 242,
4	Lab Sciences General Education Course	AST 101, 102, BIO 101, 102, 210, 211, 225, CHM 105, 110, 111, 211, 212, PHY 201, 202, 221, 222
6	Social Sciences, Behavioral Sciences, Humanities, or Fine Arts	ANT 101, ART 101, 107, 108, ASL 101, 102, 201, 202, ECO 210, 211, ENG 201, 202, 205, 206, 208, 209, FRE 101, 102, GER 101, 102, GEO 101, 102, HIS 101, 102, 104, 105, 201, 202, MUS 105, PHI 101, 105, 110, PSC 201, 215, PSY 201, 203, 212, REL 201, SPA 101, 102, 201, 202, SOC 101, 102, 205, SPC 209, THE 101
16	Mathematics and/or Sciences	AST 101, 102, BIO 101, 102, 210, 211, 225, 240, CHM 105, 110, 111, 211, 212, MAT 110, 111, 120, 130, 140, 141, 220, 240, 242, PHS 101, PHY 201, 202, 221, 222
15-21	Elective Credits	ACC 101, 102, ANT 101, ART 101, 107, 108, 111, 112, 121, 122, 211, ARV 110, 217, 227, 261, ASL 101, 102, 201, 202, 220, AST 101, 102, BIO 101, 102, 112, 210, 211, 215, 216, 225, 240, CGC 101, 110, CHM 105, 110,111, 211, 212, CPT 101, 168, 185, 206, CRJ 101, ECD 101, 102, 107, ECO 210, 211, EDU 102, 230, ENG 201, 202, 205, 206, 208, 209, 228, 235, 236, 238, 260, 265, 299, EGR 269, 270, EVT 201, 261, FRE 101, 102, GEO 101, 102, GER 101, 102, HIS 101, 102, 104, 105, 112, 115, 201, 202, HRT 104, 125, 169, 241, 273, HSS 101, 205, 299, HUS 101, IDS 101, 207, ITP 201, MAT 103, 110, 111, 120, 130, 132, 140, 141, 211, 212, 215, 220, 240, 242, MUS 101, 102, 105, PHI 101, 105, 110, PHS 101, 102, PHY 201, 202, 221, 222, PSC 102, 201, 206, 215, 220, PSY 103, 201, 203, 212, 214, REL 101, 104, 105, 201, SOC 101, 102, 205, SPA 101, 102, 201, 202, SPC 208, 209, 212, 285, THE 101, 105, 220, 225, 226, 240, 241, 253
60-66	**TOTAL CREDIT RANGE**	

**NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.*

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

Semester Display

First Semester

Course Code	Course Title	Credit Hours
ENG 101	English Composition I	3
	Mathematics General Education Course	3-4
COL 101 or COL 103	College Orientation or College Skills	1
	Social/Behavior Sciences General Education Course	3
	Lab Science General Education Course	3

Second Semester

Course Code	Course Title	Credit Hours
ENG 102	English Composition II	3
	Humanities/Fine Arts General Education Course	3-4
	Mathematics/Lab Science	4
	Elective	3
	Social Sciences, Behavioral Sciences, Humanities or Fine Arts	3-4

Third Semester

Course Code	Course Title	Credit Hours
SPC 205	Public Speaking	3
	Social Sciences, Behavioral Sciences, Humanities of Fine Arts	3
	Mathematics/Lab Science	4
	Mathematics/Lab Science	4
	Elective	3-4

Fourth Semester

Course Code	Course Title	Credit Hours
	Mathematics/Lab Science	4
	Elective	3
	Elective	3-4
	Elective	3-4
	Elective	3-4
	Total Credit Range	**60-66**

Students must select courses that total 60-66 credits

Advisor Information

Students will be assigned an advisor from the Advising Center or from the Health and Human Services Division. Please share your career and transfer goals with your advisor. It is especially important for

students in the associate of science, pre-nursing program to customize their educational program to meet the requirements of their intended transfer institution or program.

Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and different audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

General Technology, AAS Degree

Program Start Date: Any term
Minimum Program Length: 64 academic weeks; 4 terms day or online, 6 terms evening
Curriculum Code: 55600

Program Description

The general technology AAS degree is designed to allow students who hold a certificate or diploma in a technical specialty to complete a degree. Several pre-designed options are listed in the SCC catalog, but students may only graduate with one general technology degree. This version of the general technology AAS degree allows students to work with their advisors to custom design a general technology degree. The Associate Vice President of Instruction must approve any custom general technology programs of study.

Professional Opportunities

The general technology degree allows students the flexibility to develop a degree that is relevant to their career needs.

Unique Aspects

The general technology degree provides great flexibility to students who have already completed a technical certificate or diploma.

Requirements for General Technology

Students are responsible for designing a course of study with their advisor, and for receiving the approval of the Associate Vice President of Instruction prior to starting their course work. Typically students are encouraged to take one of the pre-designed general technology AAS degree options.

EEDA Career Cluster:

All 16 career clusters may apply.

Course Requirements:

Credits	Course Title	Course Code
1	College Orientation/College Skills	COL 101 or COL 103*
3	English General Education Requirement	ENG 101 or ENG 165
3	General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 236, ENG 238, FRE 101, FRE 102, GER 101, GER 102, HSS 101, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPA 101, SPA 102, SPA 201, SPA 202, SPC 205, SPC 209, SPC 212,THE 101,THE 105, ANT 101, ECO 201, ECO 210, ECO 211, GEO 101, GEO 102, HIS 101, HIS 102, HIS 104, HIS 105, HIS 112, HIS 115, HIS 201, HIS 202, HSS 205, PSC 201, PSC 215, PSC 220, PSY 103, PSY 201, PSY 203, PSY 212, PSY 214, SOC 101, SOC 102, SOC 205, AST 101, AST 102, BIO 101, BIO 102, BIO 112, BIO 210, BIO 211, BIO 215, BIO 216, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, MAT

Credits	Course Title	Course Code
		110, MAT 111, MAT 120, MAT 130, MAT 132, MAT 140, MAT 141, MAT 155, MAT 165, MAT 168, MAT 170, MAT 211, MAT 212, MAT 215, MAT 220, MAT 240, MAT 242, PHS 101, PHS 102, PHY 201, PHY 202, PHY 221, PHY 222
3	Humanities/Fine Arts General Education Course	ART 101, ART 107, ART 108, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 228, ENG 235, ENG 236, ENG 238, FRE 102, GER 102, HSS 101, MUS 105, PHI 101, PHI 110, REL 101, REL 104, REL 105, REL 201, SPA 102, SPA 201, SPA 202, SPC 212,THE 101,THE 105
3	Social/Behavioral Sciences General Education Course	ANT 101, ECO 201, ECO 210, ECO 211, GEO 101, GEO 102, HIS 101, HIS 102, HIS 104, HIS 105, HIS 112, HIS 115, HIS 201, HIS 202, HSS 205, PSC 201, PSC 215, PSC 220, PSY 103, PSY 201, PSY 203, PSY 212, PSY 214, SOC 101, SOC 102, SOC 205
3	Mathematics / Lab Sciences General Education Course	AST 101, AST 102, BIO 101, BIO 102, BIO 112, BIO 210, BIO 211, BIO 215, BIO 216, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, MAT 110, MAT 111, MAT 120, MAT 130, MAT 132, MAT 140, MAT 141, MAT 155, MAT 165, MAT 168, MAT 170, MAT 211, MAT 212, MAT 215, MAT 220, MAT 240, MAT 242, PHS 101, PHS 102, PHY 201, PHY 202, PHY 221, PHY 222
21	Primary Technical Specialty	Take 21 credits in a single content area from an approved degree, diploma, or technical education certificate program that is currently offered by the college
12	Secondary Technical Specialty	Take 12 credits as advised
11-35	Electives	Take 11 to 35 credits as advised

**NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.*

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

Semester Display and Program Learning Outcomes

Students will, as part of the approval process, develop a semester display and program learning outcomes for the Associate Vice President of Instruction's approval.

Course Descriptions

ACC 101 - ACCOUNTING PRINCIPLES I
Class 3, Lab 0, Credit 3
This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Emphasis is also placed on accounting for current and long-term assets, current and long-term liabilities, statement of cash flow and financial statement analysis.
Prerequisite(s): Take ENG-032, MAT-032, RDG-032 with a minimum grade of "C".

ACC 102 - ACCOUNTING PRINCIPLES II
Class 3, Lab 0, Credit 3
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Additional financial topics covered will include capital investment analysis, performance management and evaluation, decision analysis, and target costing.
Prerequisite(s): Take ACC-101 with a minimum grade of "C".

ACC 111 - ACCOUNTING CONCEPTS
Class 3, Lab 0, Credit 3
This course is a study of the principles of the basic accounting functions--collecting, recording, analyzing, and reporting information.
Prerequisite(s): Take ENG-032 and MAT-032 and RDG-032.

ACC 124 - INDIVIDUAL TAX PROCEDURES
Class 3, Lab 0, Credit 3
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.
Prerequisite(s): Take ACC-101 or ACC-111 with a minimum grade of "C".

ACC 150 - PAYROLL ACCOUNTING
Class 3, Lab 0, Credit 3
This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.
Prerequisite(s): Take ACC-101 or ACC-111 with a minimum grade of "C".

ACC 201 - INTERMEDIATE ACCOUNTING I
Class 3, Lab 0, Credit 3
This course explores fundamental processes of accounting theory, including the preparation of financial statements. Topics will include current asset and liability management as well as future and present value of cash flows.
Prerequisite(s): Take ACC-102 with a minimum grade of "C".

ACC 202 - INTERMEDIATE ACCOUNTING II
Class 3, Lab 0, Credit 3
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.
Prerequisite(s): Take ACC-201 with a minimum grade of "C".

ACC 224 - BUSINESS TAXATION
Class 3, Lab 0, Credit 3
This course is an introduction to tax reporting requirements and taxation of the proprietorship, partnership, S Corporation, C Corporation, and Limited Liability Company. Some form preparation is required.
Prerequisite(s): Take ACC-124 with a minimum grade of "C".

ACC 230 - COST ACCOUNTING I
Class 3, Lab 0, Credit 3
This course is a study of the accounting principles involved in job order cost systems. Topics will include the general flow of costs through a production cycle, and the preparation and use of job cost sheets. Process cost systems will be introduced.
Prerequisite(s): Take ACC-102 with a minimum grade of "C".

ACC 246 - INTEGRATED ACCOUNTING SOFTWARE
Class 3, Lab 0, Credit 3
This course includes the use of pre-designed integrated accounting software for accounting problems.
Prerequisite(s): Take ACC-101 or ACC-111 with a minimum grade of "C".

ACC 260 - AUDITING
Class 3, Lab 0, Credit 3
This course is a study of the procedures for conducting audits and investigations of various enterprises.
Prerequisite(s): Take ACC-201 and ACC-230 with a minimum grade of "C".

ACC 265 - NOT-FOR-PROFIT ACCOUNTING
Class 3, Lab 0, Credit 3
This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.
Prerequisite(s): Take ACC-102 with a minimum grade of "C".

ACC 275 - SELECTED TOPICS IN ACCOUNTING
Class 3, Lab 0, Credit 3
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.
Prerequisite(s): Take ACC-201 and ACC-230 with a minimum grade of "C".

ACR 101 - FUNDAMENTALS OF REFRIGERATION
Class 3, Lab 6, Credit 5
This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

ACR 106 - BASIC ELECTRICITY FOR HVAC/R
Class 3, Lab 3, Credit 4
This course includes a basic study of electricity, including Ohm’s Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

ACR 110 - HEATING FUNDAMENTALS
Class 3, Lab 3, Credit 4
This course covers the basic concepts of oil, gas, and electric heat, their components and operation.
Prerequisite(s): Take ACR-101, ACR-106 and ACR-118, or permission of instructor.

ACR 118 - AIR CONDITIONING FUNDAMENTALS
Class 2, Lab 3, Credit 3
This course is an introduction to the principles of air conditioning.

ACR 120 - BASIC AIR CONDITIONING
Class 2, Lab 6, Credit 4
This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.
Prerequisite(s): Take ACR-110, ACR-130, ACR-140 and ACR-210.

ACR 130 - DOMESTIC REFRIGERATION
Class 3, Lab 3, Credit 4
This course is a study of domestic refrigeration equipment.
Prerequisite(s): Take ACR-101, ACR-106 and ACR-118.

ACR 140 - AUTOMATIC CONTROLS
Class 2, Lab 3, Credit 3
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.
Prerequisite(s): Take ACR-101, ACR-106 and ACR-118.

ACR 175 - EPA 608 CERTIFICATION PREPARATION
Class 1, Lab 0, Credit 1
This course covers EPA guidelines and procedures required by law for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. A comprehensive review of essential material necessary to take the EPA 608 exam will be included.

ACR 210 - HEAT PUMPS
Class 3, Lab 3, Credit 4

This course is a study of theory and operational principles of the heat pump.
Prerequisite(s): Take ACR-101, ACR-106 and ACR-118.

ACR 221 - RESIDENTIAL LOAD CALCULATIONS
Class 2, Lab 0, Credit 2
This course is a study of heat losses/gains in residential structures.
Prerequisite(s): Take ACR-110, ACR-130, ACR-140 and ACR-210.

ACR 224 - CODES AND ORDINANCES
Class 2, Lab 0, Credit 2
This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.
Prerequisite(s): Take ACR-110, ACR-130, ACR-140 and ACR-210.

ACR 240 - ADVANCED AUTOMATIC CONTROLS
Class 2, Lab 3, Credit 3
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.
Prerequisite(s): Take ACR-110, ACR-130, ACR-140 and ACR-210.

AET 111 - ARCHITECTURAL COMPUTER GRAPHICS I
Class 3, Lab 0, Credit 3
This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.
Corequisite(s): Take EGT-151

AET 221 - ARCHITECTURAL COMPUTER GRAPHICS II
Class 4, Lab 0, Credit 4
This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool is produced.
Prerequisite(s): Take AET-111.

AET 235 - ARCHITECTURAL 3-D RENDERING
Class 3, Lab 0, Credit 3
Topics in this course include Three-D rendering of residential and commercial buildings, walk-through animations, animated site plans and advanced graphics topics and their relationship to illustration of code compliance and project planning.
Prerequisite(s): Take EGT-151 and AET-111 with a required grade of "C".

AGR 201 - INTRODUCTION TO SUSTAINABLE AGRICULTURE
Class 3, Lab 0, Credit 3
This course provides an evaluation of the main goals of sustainable agriculture to include environmental health, economic profitability, and social and economic equity. Students will evaluate management and technological approaches and policies that influence agricultural practices.
Prerequisite(s): Take RDG-032 with a grade of "C" or higher.

AGR 220 - INTRODUCTION TO PERMACULTURE
Class 3, Lab 0, Credit 3
This course is a study of permaculture history, ethics, principles, design process, and practical applications, Students learn to observe the environment around them and create designs that complement natural ecological systems.
Prerequisite(s): Take RDG-032 with a grade of "C" or higher.

AGR 222 - FARM TO MARKET STRATEGIES
Class 3, Lab 0, Credit 3
This course explores the process of local food systems, specifically local agriculture and its role within the food service industry. The sustainable production of food locally is examined from harvesting through processing, storing, packaging, marketing, and consumption.
Prerequisite(s): Take RDG-032 with a grade of "C" or higher.

AHS 101 - INTRODUCTION TO HEALTH PROFESSIONS
Class 2, Lab 0, Credit 2
This course provides a study of the health professions and the health care industry.

AHS 102 - MEDICAL TERMINOLOGY
Class 3, Lab 0, Credit 3

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.
Prerequisite(s): Take ENG-032 and RDG-032.

AHS 104 - MEDICAL VOCABULARY/ANATOMY
Class 3, Lab 0, Credit 3
This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.
Prerequisite(s): Take ENG-032 and RDG-032.

AHS 107 - CLINICAL COMPUTATIONS
Class 2, Lab 0, Credit 2
This course is a study of the principles and applications of computations used in the clinical setting.
Prerequisite(s): Take MAT-031, MAT-032 with a minimum grade of "C" required.

AHS 111 - HEALTH RELATED SCIENCES
Class 3, Lab 3, Credit 4
This course introduces modules of instruction in chemistry, microbiology, and physics with emphasis on their application to health care.

AHS 113 - HEAD AND NECK ANATOMY
Class 0, Lab 3, Credit 1
This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.
Prerequisite(s): Take DAT-110 with a minimum grade of "C".

AHS 121 - BASIC PHARMACOLOGY
Class 2, Lab 0, Credit 2
This course covers the nature of drugs, their actions in the body and side effects.
Prerequisite(s): Take AHS-102 and AHS-104 with a minimum grade of "C".

AHS 124 - ANATOMY AND PHYSIOLOGY FOR RESPIRATORY CARE
Class 3, Lab 3, Credit 4
This course is a study of human anatomy and physiology with emphasis on the cardiopulmonary system.

AHS 143 - PHLEBOTOMY SKILLS
Class 4, Lab 6, Credit 6
This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

AHS 144 - PHLEBOTOMY PRACTICUM
Class 3, Lab 6, Credit 5
This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices.
Prerequisite(s): Take ENG-032 and RDG-032 and AHS 163 or current SC Nurse Aide Certificate with a minimum grade of "C".

AHS 152 - HEALTH CARE PROCEDURES II
Class 5, Lab 3, Credit 6
This course includes concurrent coordinated clinical experiences in advanced patient/client care skills.
Prerequisite(s): Take AHS 163 with a minimum grade of "C".

AHS 163 - LONG-TERM CARE
Class 2, Lab 9, Credit 5
This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.

AHS 165 - ECG APPLICATIONS
Class 5, Lab 0, Credit 5
This course provides ECG/cardiac monitoring students practice in various clinical settings.

AHS 170 - FUNDAMENTALS OF DISEASE
Class 3, Lab 0, Credit 3
This course provides a study of general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities.

AHS 177 - CARDIAC MONITORING APPLICATIONS
Class 4, Lab 0, Credit 4
This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms and dysrhythmia recognition and equipment maintenance.

AMT 101 - AUTOMATED MANUFACTURING OVERVIEW
Class 2, Lab 0, Credit 2
This course is a survey of automated manufacturing concepts.

AMT 105 - ROBOTICS AND AUTOMATED CONTROL I
Class 2, Lab 3, Credit 3
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

AMT 106 - MANUFACTURING WORKPLACE SKILLS
Class 3, Lab 0, Credit 3
This course introduces the fundamental employee skills needed to be successful in a manufacturing environment. Emphasis is placed on teamwork, adaptability, work ethics, communication skills, and customer service.

AMT 110 - SURVEY OF MANUFACTURING PROCESSES
Class 3, Lab 0, Credit 3
This course includes the processes, alternatives and operations used in a broad range of manufacturing environments.

AMT 121 - INTRODUCTION TO COMPOSITE MANUFACTURING
Class 2, Lab 0, Credit 2
This course is an overview of typical composite materials manufacturing practices.

AMT 205 - ROBOTICS AND AUTOMATED CONTROL II
Class 1, Lab 6, Credit 3
This course covers installation, testing, troubleshooting, and repairing of automated systems.
Prerequisite(s): Take AMT-105.

AMT 206 - ELECTRICITY AND AUTOMATION
Class 0, Lab 6, Credit 2
This course progresses from introduction to principles of automation, including a study of various mechanical devices used in automated manufacturing and electrical components used to control the machines. Lab projects include design, fabrication, and operation of various real and simulated processes.
Prerequisite(s): None
Corequisite(s): Take EEM-252.

AMT 209 - AUTO NETWORKS-ETHERNET
Class 3, Lab 0, Credit 3
This course provides a study and implementation of the Ethernet transmission protocol in automation networks. It includes PLC interfacing to Ethernet cabling and Ethernet capable instrumentation. Additional topics include the OSI model and distributed BUS networking.

AMT 220 - CONCEPTS OF LEAN MANUFACTURING
Class 3, Lab 0, Credit 3
This course provides an understanding of the concepts used in improving the competitiveness of manufacturing and service companies. This course includes JIT, VACR, and TQM.

ANT 101 - GENERAL ANTHROPOLOGY
Class 3, Lab 0, Credit 3
This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human palenotology, human variation, archeology and ethnology.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C" required.

AOT 105 - KEYBOARDING
Class 3, Lab 0, Credit 3
This course focuses on the mastery of touch keyboarding.

AOT 133 - PROFESSIONAL DEVELOPMENT
Class 3, Lab 0, Credit 3
This course emphasizes development of personal and professional skills required of an office worker in areas

such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.
Prerequisite(s): Take RDG-100 and ENG-032 with a minimum grade of C.

AOT 141 - OFFICE PROCEDURES I
Class 3, Lab 0, Credit 3
This is an introductory course to a variety of office procedures and tasks using business equipment, systems, and procedures.
Prerequisite(s): Take ENG-032 and RDG-032 with a minimum grade of "C".
Corequisite(s): Take AOT-134 or BUS-130

AOT 142 - ADVANCED OFFICE PROCEDURES II
Class 3, Lab 0, Credit 3
This course covers the application of office procedures necessary to perform effectively and efficiently in the office environment.
Prerequisite(s): Take AOT-105, AOT-141, and CPT-101 with a minimum grade of "C".

AOT 144 - LEGAL OFFICE PROCEDURES
Class 3, Lab 0, Credit 3
This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.
Prerequisite(s): Take AOT-105, AOT-141 and CPT-101 with a minimum grade of "C".

AOT 164 - MEDICAL INFORMATION PROCESSING
Class 3, Lab 0, Credit 3
This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings.
Prerequisite(s): Take AHS-102 and AOT-141 and AOT 105 with a minimum grade of "C".
Corequisite(s): Take HIM-105 and HIM-130.

AOT 213 - LEGAL DOCUMENT PRODUCTION
Class 3, Lab 0, Credit 3
This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.
Prerequisite(s): Take CPT-101 and AOT-141 and BUS-121 with a minimum grade of "C".

AOT 252 - MEDICAL SYSTEMS AND PROCEDURES
Class 3, Lab 0, Credit 3
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.
Prerequisite(s): Take AHS-102, AOT-164, HIM-105, HIM-130, and HIM-216 with a minimum grade of "C".

AOT 253 - LEGAL SYSTEMS AND PROCEDURES
Class 3, Lab 0, Credit 3
This course emphasizes development of proficiency in integrating knowledge and skills performed in legal offices.
Prerequisite(s): Take AOT-144, AOT-213 with a minimum grade of "C".
Corequisite(s): Take AOT-133.

AOT 254 - OFFICE SIMULATION
Class 3, Lab 0, Credit 3
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Teamwork as well as the use of technical and communication skills will be emphasized.
Prerequisite(s): Take AOT 260 and AOT 261 with a minimum grade of "C".
Corequisite(s): Take AOT-133, AOT 263 previous or concurrent.

AOT 260 - OFFICE WORD PROCESSING APPLICATIONS
Class 3, Lab 0, Credit 3
This course emphasizes the concepts of word processing for information management in an office environment.
Prerequisite(s): Take CPT-101 with a minimum grade of "C".

AOT 261 - OFFICE SPREADSHEET APPLICATIONS
Class 3, Lab 0, Credit 3

This course emphasizes the concepts of spreadsheets for information management in an office environment.
Prerequisite(s): Take CPT-101 with a minimum grade of "C".

AOT 263 - OFFICE DATABASE APPLICATIONS
Class 3, Lab 0, Credit 3
This course emphasizes the concepts and structures of a database and the application of the concepts in an office environment.
Prerequisite(s): Take CPT-101 with a minimum grade of "C".

AOT 270 - SCWE IN ADMINISTRATIVE OFFICE TECHNOLOGY
Class 0, Lab 15, Credit 3
This course integrates office skills within an approved work site related to administrative office technology.
Prerequisite(s): Take AOT-252 with a minimum grade of "C".
Corequisite(s): Take AOT-133.

ART 101 - ART HISTORY AND APPRECIATION
Class 3, Lab 0, Credit 3
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.
Prerequisite(s): Take ENG-100 and RDG-100.

ART 107 - HISTORY OF EARLY WESTERN ART
Class 3, Lab 0, Credit 3
This course is a visual and historical survey of western art from the Paleolithic Age to the Renaissance. The techniques, forms, and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment which produced them.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

ART 108 - HISTORY OF WESTERN ART
Class 3, Lab 0, Credit 3
This course is a visual and historical survey of western art from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

ART 111 - BASIC DRAWING I
Class 2, Lab 3, Credit 3
This course provides an introduction to the materials and the basic techniques of drawing.
Prerequisite(s): Take ENG-032, MAT-032, and RDG-100 with a minimum grade of "C".

ART 112 - BASIC DRAWING II
Class 2, Lab 3, Credit 3
This course covers a study of the materials and basic techniques of drawing, continuing from the foundation laid in ART-111.
Prerequisite(s): Take ART-111 with a minimum grade of C.

ART 121 - 2-D DESIGN FUNDAMENTALS
Class 2, Lab 3, Credit 3
This foundation course covers the visual elements and principles of design including color theory. Projects in a variety of media focus on compositional organization and the development of design skills.
Prerequisite(s): Take ENG-032, MAT-032, RDG-100 with a minimum grade of "C" required.

ART 122 - 3-D DESIGN FUNDAMENTALS
Class 2, Lab 3, Credit 3
This foundation course introduces students to 3-D design concepts and basic sculptural materials. Projects address a variety of design problems unique to 3-D art forms.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-100 with a minimum grade of "C" required.

ART 211 - INTRODUCTION TO PAINTING
Class 2, Lab 3, Credit 3
This course is an introduction to materials and techniques of painting.
Prerequisite(s): Take ART-111 and ART 121 with minimum grade of "C".

ARV 110 - COMPUTER GRAPHICS I
Class 2, Lab 3, Credit 3
This course is a study of the fundamentals of computer assisted graphic design using Adobe Illustrator.
Prerequisite(s): Take CGC-110 with a minimum grade of "C".

ARV 162 - GRAPHIC REPRODUCTION I
Class 2, Lab 3, Credit 3
This course is a study of the principles and practices used in print preparation and print reproduction.
Prerequisite(s): Take CGC-101 and CGC-110 with a minimum grade of "C".

ARV 163 - GRAPHIC REPRODUCTION II
Class 2, Lab 3, Credit 3
This course covers the development of the practices and skills used in print preparation and print reproduction.
Prerequisite(s): Take ARV-110, ARV-217, and ARV-162 with a minimum grade of C.

ARV 217 - COMPUTER IMAGERY
Class 2, Lab 3, Credit 3
This course covers the use of the computer as a tool to create images that address the needs of the visual communication field using Adobe Photoshop.
Prerequisite(s): Take CGC-110 with a minimum grade of "C".

ARV 227 - WEB SITE DESIGN I
Class 2, Lab 3, Credit 3
This course is an introduction to the production of an interactive world wide web site.
Prerequisite(s): Take CGC-101.

ARV 228 - WEB SITE DESIGN II
Class 3, Lab 0, Credit 3
This course covers a study of advanced web site design techniques culminating in an interactive web site.
Prerequisite(s): Take ARV-227 with a minimum grade of "C".

ARV 261 - ADVERTISING DESIGN I
Class 3, Lab 0, Credit 3
This course is an introduction to the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.
Prerequisite(s): Take ARV-163 with a minimum grade of C.

ARV 264 - SPECIAL PROJECT IN GRAPHICS ART
Class 2, Lab 3, Credit 3
This course includes an advanced project as assigned from conception to final production.
Prerequisite(s): None
Corequisite(s): Take ARV-163.

ASL 101 - AMERICAN SIGN LANGUAGE I
Class 4, Lab 0, Credit 4
This course is a study of visual readiness and basic vocabulary, grammar features, and non-manual behaviors, all focusing on receptive language skill developments.
Prerequisite(s): Take ENG-032 with a minimum grade of "C".

ASL 102 - AMERICAN SIGN LANGUAGE II
Class 4, Lab 0, Credit 4
This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.
Prerequisite(s): Take ASL-101.

ASL 201 - AMERICAN SIGN LANGUAGE III
Class 3, Lab 0, Credit 3
This course is a continuation of American Sign Language II and covers additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.
Prerequisite(s): Take ASL-102.

ASL 202 - AMERICAN SIGN LANGUAGE IV
Class 3, Lab 0, Credit 3
This course concentrates on intermediate conversational and discourse skills using American Sign

Language. This course is conducted entirely using American Sign Language.
Prerequisite(s): Take ASL-201.

ASL 210 - AMERICAN SIGN LANGUAGE LINGUISTIC STRUCTURE
Class 3, Lab 0, Credit 3
This course provides a study of the structure and grammar of American Sign Language (ASL), including the study of phonemes, morphemes, syntax, and semantics. Other topics covered include the relationship between ASL, spoken and other signed languages and historical change in ASL.
Prerequisite(s): Take ASL-102 with a minimum grade of "C".

ASL 220 - AMERICAN DEAF HISTORY AND CULTURE
Class 3, Lab 0, Credit 3
This course studies the history of American Sign Language, its users, and their culture. It explores how identity has been framed and describes the influence of community, society and education on this minority group.
Prerequisite(s): Take ENG 032, RDG 100.

AST 101 - SOLAR SYSTEM ASTRONOMY
Class 3, Lab 3, Credit 4
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course.
Prerequisite(s): Take MAT-102 or MAT-103, and ENG-100, and RDG-100 with a minimum grade of "C".

AST 102 - STELLAR ASTRONOMY
Class 3, Lab 3, Credit 4
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra- galactic objects. Related topics of current interest are included in the course.
Prerequisite(s): Take AST-101 with a minimum grade of "C".

AUT 100 - INTRODUCTION TO AUTOMOTIVE HAZARDOUS MATERIALS
Class 0, Lab 3, Credit 1
This course is a basic study of the proper handling of hazardous materials found in automotive service centers. Topics include types of hazardous materials, handling of the materials, and their proper disposal.
Prerequisite(s): Take AUT-132 or AUT-133.

AUT 107 - ADVANCED ENGINE REPAIR
Class 3, Lab 3, Credit 4
This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.
Prerequisite(s): Take AUT-132.

AUT 111 - BRAKES
Class 2, Lab 3, Credit 3
This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.
Prerequisite(s): Take AUT-132 and AUT-133.

AUT 112 - BRAKING SYSTEMS
Class 1, Lab 9, Credit 4
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.
Prerequisite(s): Take AUT-132 or AUT-133.

AUT 115 - MANUAL DRIVE TRAIN/AXLE
Class 2, Lab 3, Credit 3
This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.
Prerequisite(s): Take AUT-132 or AUT-133.

AUT 130 - AUTOMOTIVE ELECTRICITY - INDUSTRY CERTIFICATION
Class 3, Lab 3, Credit 4
This course is a study of construction and function of automotive electrical components including alternating and direct current circuits and Ohm’s Law. Students who successfully complete this course may be eligible for specific industry certifications (Ford Service Technician Specialty Training (STST) certification.
Prerequisite(s): None
Corequisite(s): Take AUT-160.

AUT 132 - AUTOMOTIVE ELECTRICITY
Class 3, Lab 3, Credit 4
This course is a study of electricity as used in automotive applications. This course includes dc and ac principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.
Prerequisite(s): None
Corequisite(s): Take AUT-160.

AUT 142 - HEATING AND AIR CONDITIONING
Class 2, Lab 3, Credit 3
This course covers the purpose, construction, operation, diagnosis, and repair of automotive ventilation, heating, and air conditioning systems.
Prerequisite(s): Take AUT-132.

AUT 145 - ENGINE PERFORMANCE
Class 3, Lab 0, Credit 3
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.
Prerequisite(s): Take AUT-132.

AUT 156 - AUTOMOTIVE DIAGNOSIS AND REPAIR
Class 2, Lab 6, Credit 4
This is a basic course for general diagnostic procedures and minor repairs.
Prerequisite(s): Take AUT-132 and AUT-133.

AUT 160 - INTRODUCTION TO AUTOMOTIVE TECHNOLOGY
Class 1, Lab 0, Credit 1
This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.
Prerequisite(s): None
Corequisite(s): Take AUT-132 and AUT-133.

AUT 221 - SUSPENSION AND STEERING DIAGNOSIS
Class 2, Lab 3, Credit 3
This course covers the diagnosis and repair of front and rear suspension, using suspension diagnostic charts, shop manuals, and alignment equipment.
Prerequisite(s): Take AUT-132 or AUT-133.

AUT 231 - AUTOMOTIVE ELECTRONICS
Class 4, Lab 0, Credit 4
This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment.
Prerequisite(s): Take AUT-132.

AUT 232 - AUTOMOTIVE ACCESSORIES
Class 2, Lab 0, Credit 2
This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios, and clocks.
Prerequisite(s): Take AUT-132.

AUT 245 - ADVANCED ENGINE PERFORMANCE
Class 4, Lab 3, Credit 5
This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems.
Prerequisite(s): Take AUT-132 or AUT-133.

AUT 251 - AUTOMATIC TRANSMISSION OVERHAUL
Class 4, Lab 3, Credit 5
This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles.
Prerequisite(s): Take AUT-132 or AUT-133.

AUT 262 - ADVANCED AUTOMOTIVE DIAGNOSIS AND REPAIR
Class 0, Lab 12, Credit 4
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multi-meter operation.
Prerequisite(s): Take AUT-132 or AUT-133.

AUT 275 - ALTERNATE TECHNOLOGY VEHICLES
Class 3, Lab 0, Credit 3
This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course.
Prerequisite(s): Take AUT-132 or AUT-133.

BAF 101 - PERSONAL FINANCE
Class 3, Lab 0, Credit 3
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.
Prerequisite(s): Take MAT-032, ENG-032, RDG-032 with a minimum grade of "C".

BCT 150 – PLUMBING
Class 3, Lab 6, Credit 5
This course is a study of skills for the plumbing trade, safe and proper use of plumbing tools, calculations for plumbing, schematics for plumbing, selection and joining of various pipes, selecting and fitting tubing and fillers, cutting and threading carbon steel pipes, and making flare and compression joints.

BIO 100 - INTRODUCTORY BIOLOGY
Class 3, Lab 3, Credit 4
This is a course in general biology designed to introduce principles of biology. Non-degree credit
Prerequisite(s): Take RDG 100 and MAT 032 with a minimum grade of "C".

BIO 101 - BIOLOGICAL SCIENCE I
Class 3, Lab 3, Credit 4
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.
Prerequisite(s): Take MAT-101 or MAT-152 or MAT-103, and ENG-100, RDG-100, and (BIO-100 or CHM-100 or High School Biology or High School Chemistry) with a minimum grade of "C".

BIO 102 - BIOLOGICAL SCIENCE II
Class 3, Lab 3, Credit 4
This course is a study of the classification of organisms and structural and functional considerations of all Kingdoms (Particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.
Prerequisite(s): Take BIO-101 with a minimum grade of C.

BIO 112 - BASIC ANATOMY AND PHYSIOLOGY
Class 3, Lab 3, Credit 4
This course is a basic integrated study of the structure and function of the human body.
Prerequisite(s): Take ENG-100 and RDG-100 and MAT 032 and High School Biology or BIO 100 with a minimum grade of "C".

BIO 210 - ANATOMY AND PHYSIOLOGY I
Class 3, Lab 3, Credit 4
This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.
Note: The prerequisites for this course may be changing effective January 2018. Any changes will be posted by November 2017.
Prerequisite(s): Take MAT-101 or MAT-152 or MAT-103, and ENG-100, RDG-100 and (BIO-100 or High

School Biology) with a minimum grade of "C".

BIO 211 - ANATOMY AND PHYSIOLOGY II
Class 3, Lab 3, Credit 4
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.
Prerequisite(s): Take BIO-210 with a minimum grade of "C".

BIO 215 - ANATOMY
Class 3, Lab 3, Credit 4
This course is a study of the structure of the human body in relation to normal and pathologic states.
Prerequisite(s): Take BIO-101 or BIO-112 with a minimum grade of "C".

BIO 216 - PHYSIOLOGY
Class 3, Lab 3, Credit 4
This course is a study of human physiological processes in relation to homeostasis.
Prerequisite(s): Take BIO-215 with a minimum grade of "C".

BIO 225 - MICROBIOLOGY
Class 3, Lab 3, Credit 4
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.
Prerequisite(s): Take BIO-101 or BIO-210 or BIO-216 with a minimum grade of "C".

BIO 240 - NUTRITION
Class 3, Lab 0, Credit 3
This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered.
Prerequisite(s): Take MAT-101 or MAT-152 or MAT 103, and ENG-100, RDG-100, and (BIO-100 or CHM-100 or High School Biology or High School Chemistry) with a minimum grade of "C".
BKP 112 - Introduction to Baking Science
Class 0, Lab 3, Credit 1
This course is the study of ingredient functions, product identification, weights and measures as they apply to baking. Students learn to identify various types of flours, leaveners, and pastry ingredients that affect the outcomes of their finished baked goods.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-032 with a minimum grade of "C".

BKP 119 - INTRODUCTION TO BAKING AND PASTRY
Class 2, Lab 3, Credit 3
This course introduces baking fundamentals and classical baking techniques in a laboratory setting.
Prerequisite(s): Take BKP-112 with a minimum grade of "C".

BUS 110 - ENTREPRENEURSHIP
Class 3, Lab 0, Credit 3
This course is an introduction to the process of starting a small business, including forms of ownership and management.
Prerequisite(s): Take RDG-032, MAT-032 and ENG-032 with a minimum grade of "C".

BUS 121 - BUSINESS LAW I
Class 3, Lab 0, Credit 3
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.
Prerequisite(s): Take ENG-032 and MAT-032 and RDG-100.

BUS 130 - BUSINESS COMMUNICATIONS
Class 3, Lab 0, Credit 3
This course covers the application of communication skills to situations routinely encountered in business environments. It focuses on applying direct, indirect, and persuasive writing styles to communicate within and between business organizations. Students apply business writing principles to the development of electronic messages, memos, letters, proposals, and business reports and presentations. Emphasis is placed on using critical-thinking skills to analyze and solve business problems.
Prerequisite(s): Take ENG-032 and MAT-032 with a minimum grade of "C".

BUS 152 – SERVICE CULTURE DEVELOPMENT
Class 3, Lab 0, Credit 3
This course is a study of the philosophy, principles, processes and behavior, both individual and group, necessary to create and maintain a service culture in an organization.
Prerequisite(s): Take ENG-032 and RDG-032 with a minimum grade of "C".

BUS 180 – SOCIAL MEDIA IN BUSINESS
Class 3, Lab 0, Credit 3
This course is a study of social media use in business. Students explore different social media outlets and interact with a variety of social media platforms that support business strategies.
Prerequisite(s): Take ENG-032, RDG-032, and CPT-101 with a minimum grade of "C".

BUS 220 - BUSINESS ETHICS
Class 3, Lab 0, Credit 3
This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.
Prerequisite(s): Take ENG-032 and MAT-032 and RDG-100.

BUS 268 - SPECIAL TOPICS IN BUSINESS
Class 3, Lab 0, Credit 3
This course includes research, reporting, and special activities for successful employment in the business world.
Prerequisite(s): Take ACC-101 and CPT-178 with a minimum grade of "C" required.

BUS 275 - BUSINESS INTERNSHIP
Class 3, Lab 0, Credit 3
This course includes practical experiences in an approved business setting in conjunction with regular class meetings. The class sessions will be devoted to discussing topics that will enhance the student's employability skills. It is designed to familiarize future entrepreneurs with basics needed to start and operate a business.
Prerequisite(s): Take BUS-110 with a minimum grade of "C" required.

CGC 101 - INTRODUCTION TO GRAPHIC TECHNIQUES
Class 2, Lab 3, Credit 3
This course covers the processes of printed reproduction with an emphasis on offset printing. A variety of printing equipment and operating techniques are included.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-100.
Corequisite(s): Take CGC-110.

CGC 110 - ELECTRONIC PUBLISHING
Class 2, Lab 3, Credit 3
This is an introductory course to the fundamentals of electronic publishing.
Prerequisite(s): Take ENG-032, MAT-032, and RDG-100.
Corequisite(s): Take CGC-101.

CGC 115 - DIGITAL PHOTOGRAPHY
Class 3, Lab 0, Credit 3
This course is the study of digital photography from digital cameras to the computer-based printer/digital media. Artistic, theoretical, and technical aspects will be considered. Topics include: information on types and purchasing digital cameras; theory, mechanics, and the art of digital imagery.
Prerequisite(s): Take ENG - 032, MAT- 032 and RDG-100.

CHM 100 - INTRODUCTORY CHEMISTRY
Class 3, Lab 3, Credit 4
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)
Prerequisite(s): Take RDG-032 and (MAT-101 or MAT-152).

CHM 105 - GENERAL, ORGANIC AND BIOCHEMISTRY
Class 3, Lab 3, Credit 4
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

Prerequisite(s): Take MAT-101 and RDG-100 and ENG-100 and CHM-100 or high school chemistry or CHM-110 with a minimum grade "C".

CHM 110 - COLLEGE CHEMISTRY I
Class 3, Lab 3, Credit 4
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.
Prerequisite(s): Take ENG-100 and RDG-100 and MAT-110 and CHM 100 or high school chemistry with a minimum grade of "C".

CHM 111 - COLLEGE CHEMISTRY II
Class 3, Lab 3, Credit 4
(For students continuing in chemistry) this course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.
Prerequisite(s): Take CHM-110 with a minimum grade of "C".

CHM 211 - ORGANIC CHEMISTRY I
Class 3, Lab 3, Credit 4
This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.
Prerequisite(s): Take CHM-111 or CHM-105 with a minimum grade of "C".

CHM 212 - ORGANIC CHEMISTRY II
Class 3, Lab 3, Credit 4
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy.
Prerequisite(s): Take CHM-211 with a minimum grade of "C".

COL 101 - COLLEGE ORIENTATION
Class 1, Lab 0, Credit 1
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course emphasizes group academic advising and registration activities.

COL 103 - COLLEGE SKILLS
Class 3, Lab 0, Credit 3
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course emphasizes group and individual academic advising and registration activities.

CPT 101 - INTRODUCTION TO COMPUTERS
Class 3, Lab 0, Credit 3
This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.
Transfer credit for CPT 101 not accepted if older than five (5) years. For SCC students who do not maintain continuous enrollment and are in technical programs (AAS, diploma, or certificate), CPT 101 must also have been taken within the five year time period.
Prerequisite(s): Take ENG-032 and MAT-032 and RDG-032.

CPT 118 - PROFESSIONAL PRACTICES IN INFORMATION TECHNOLOGY
Class 3, Lab 0, Credit 3
This course emphasizes the interpersonal and technical skills required of entry-level IT professionals. Course content includes guidance on building a career toolkit, as well as topics such as projecting a professional image, job seeking skills, ethics, and providing good customer service.
Prerequisite(s): Take CPT-101 with a minimum grade of "C".

CPT 168 - PROGRAMMING LOGIC AND DESIGN
Class 3, Lab 0, Credit 3
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.
Prerequisite(s): Take CPT-101 with a minimum grade of "C".

CPT 178 - SOFTWARE APPLICATIONS
Class 3, Lab 0, Credit 3
Using electronic spreadsheet and relational database management software programs, this course focuses on complex microcomputer applications.
Prerequisite(s): Take CPT-101 and ACC-101 with a minimum grade of "C".

CPT 185 - EVENT-DRIVEN PROGRAMMING
Class 3, Lab 0, Credit 3
This course introduces the student to development of professional-looking, special purpose Windows applications using the graphical user interface of Windows.
Prerequisite(s): Take CPT-168 with a minimum grade of "C".

CPT 188 - MOBILE APP DEVELOPMENT
Class 3, Lab 0, Credit 3
This course is a study of mobile app development. Students will learn to develop and test applications designed for mobile devices such as tablet computers and/or smartphones. Topics include building views, program code development, and application testing on a device simulator.
Prerequisite(s): Take CPT-168 with a minimum grade of "C" required.

CPT 202 - SQL PROGRAMMING I
Class 3, Lab 0, Credit 3
This course is an introduction to the writing of basic Structured Query Language (SQL) used in creating tables, inserting data, retrieving data, and manipulating data from database.
Prerequisite(s): Take CPT-242 with a minimum grade of "C".

CPT 206 - ADVANCED EVENT-DRIVEN PROGRAMMING
Class 3, Lab 0, Credit 3
This course is a study of advanced techniques for programming with an event-driven language.
Prerequisite(s): Take CPT-185 with a minimum grade of "C".

CPT 209 - COMPUTER SYSTEMS MANAGEMENT
Class 2, Lab 3, Credit 3
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting.
Prerequisite(s): Take CPT-101 with a minimum grade of "C".

CPT 236 - INTRODUCTION TO JAVA PROGRAMMING
Class 3, Lab 0, Credit 3
This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in the development of Java applications and applets.
Prerequisite(s): Take CPT-168 with a minimum grade of "C".

CPT 242 - DATABASE
Class 3, Lab 0, Credit 3
This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base.
Prerequisite(s): Take CPT-101.

CPT 244 - DATA STRUCTURES
Class 3, Lab 0, Credit 3
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques.
Prerequisite(s): Take CPT-242.

CPT 264 - SYSTEMS AND PROCEDURES
Class 3, Lab 0, Credit 3
This course covers the techniques of system analysis, design, development, and implementation.
Prerequisite(s): Take CPT-101 with a minimum grade of "C".

CPT 275 - COMPUTER TECHNOLOGY SENIOR PROJECT
Class 3, Lab 0, Credit 3
This course includes the design, development, testing, and implementation of an instructor approved project.
Prerequisite(s): Take CPT-206, and CPT-202 with a minimum grade of "C".

CPT 282 - INFORMATION SYSTEMS SECURITY
Class 3, Lab 0, Credit 3
This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software and communications security. Addresses technical, legal and ethical issues.
Prerequisite(s): Take CPT-101 and IST-166 with a minimum grade of "C'.

CRJ 101 - INTRODUCTION TO CRIMINAL JUSTICE
Class 3, Lab 0, Credit 3
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

CUL 101 - PRINCIPLES OF FOOD PRODUCTION I
Class 1, Lab 6, Credit 3
This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology, and techniques of preparation of nutritious quality food.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-032 with a minimum grade of "C".

CUL 102 - PRINCIPLES OF FOOD PRODUCTION II
Class 2, Lab 3, Credit 3
This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.
Prerequisite(s): Take CUL-101 with a minimum grade of C.

CUL 103 - NUTRITION
Class 3, Lab 0, Credit 3
This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications for the food service professional are emphasized.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-032 with a minimum grade of "C".

CUL 115 - QUANTITY FOOD PREPARATION
Class 2, Lab 9, Credit 5
This course is a study of cooking methods and food cost controls for food items prepared in large quantities. Planning and production of meals are included in this course.
Prerequisite(s): Take CUL-102 with a minimum grade of "C".

CUL 129 - STOREROOM AND PURCHASING
Class 3, Lab 0, Credit 3
This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-032 with a minimum grade of C.

CUL 135 - INTRODUCTION TO DINING ROOM SERVICE
Class 1, Lab 6, Credit 3
This course introduces the student to the basics of the dining room to include buffet, banquet, tableside and a la carte styles of service.
Prerequisite(s): Take ENG-032, MAT-032, RDG-032 with a minimum grade of C.

CUL 145 - DINING ROOM OPERATIONS
Class 1, Lab 6, Credit 3
This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service.
Prerequisite(s): Take CUL-135 with a minimum grade of "C".

CUL 155 - SANITATION
Class 3, Lab 0, Credit 3
This course is a study of local, state, and national regulations governing sanitary food handling practices.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-032 with a minimum grade of "C".

CUL 235 - MENU PLANNING
Class 2, Lab 3, Credit 3
This course is a study of the principles of menu planning and design with application of basic nutrition,

organization plans, and recordkeeping techniques.
Prerequisite(s): Take CUL-102 with a minimum grade of "C".

CUL 236 - RESTAURANT CAPSTONE
Class 1, Lab 6, Credit 3
This course will include capstone competencies for culinary arts students. Students will manage and work multiple stations, develop food specials, cost menus, take inventories, produce a menu analysis and expedite food from the kitchen to the dining room.
Prerequisite(s): Take CUL-115 with a minimum grade of "C".

CUL 299 - SPECIAL TOPICS IN CULINARY STUDIES
Class 3, Lab 0, Credit 3
This course will focus on a special topic in culinary or baking pastry arts such as regional world cuisines, food history, or current trends.
Prerequisite(s): Take CUL-115 with a minimum grade of "C".

CWE 114 - COOPERATIVE WORK EXPERIENCE I
Class 0, Lab 20, Credit 4
This course includes cooperative work experience in an approved setting.

CWE 123 - COOPERATIVE WORK EXPERIENCE II
Class 0, Lab 15, Credit 3
This course includes cooperative work experience in an approved setting.

CWE 124 - COOPERATIVE WORK EXPERIENCE II
Class 0, Lab 20, Credit 4
This course includes cooperative work experience in an approved setting.

CWE 131 - COOPERATIVE WORK EXPERIENCE III
Class 0, Lab 5, Credit 1
This course includes cooperative work experience in an approved setting.

CWE 132 - COOPERATIVE WORK EXPERIENCE III
Class 0, Lab 10, Credit 2
This course includes cooperative work experience in an approved setting.

CWE 134 - COOPERATIVE WORK EXPERIENCE III
Class 0, Lab 20, Credit 4
This course includes cooperative work experience in an approved setting.

CWE 214 - COOPERATIVE WORK EXPERIENCE IV
Class 0, Lab 20, Credit 4
This course includes cooperative work experience in an approved setting.

CWE 224 - COOPERATIVE WORK EXPERIENCE V
Class 0, Lab 20, Credit 4
This course includes cooperative work experience in an approved setting.

CWE 232 - COOPERATIVE WORK EXPERIENCE VI
Class 0, Lab 10, Credit 2
This course includes cooperative work experience in an approved setting.

DAT 110 - DENTAL TERMINOLOGY
Class 3, Lab 0, Credit 3
This course provides a study of dental terminology as it relates to procedures and techniques used in dental assisting.
Prerequisite(s): Take ENG-032 and RDG-032.

DAT 113 - DENTAL MATERIALS
Class 3, Lab 3, Credit 4
This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

DAT 115 - ETHICS AND PROFESSIONALISM
Class 1, Lab 0, Credit 1
This course introduces a cursory history of dental assisting, professional associations, scope of service in

dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

DAT 118 - DENTAL MORPHOLOGY
Class 2, Lab 0, Credit 2
This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

DAT 121 - DENTAL HEALTH EDUCATION
Class 2, Lab 0, Credit 2
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

DAT 122 - DENTAL OFFICE MANAGEMENT
Class 1, Lab 3, Credit 2
This course provides a study of the business aspect of a dental office.
Prerequisite(s): Take AHS-113 and DAT-113 and DAT-115 and DAT-118 and DAT-121 and DAT-154.
Corequisite(s): Take DAT-123 and DAT-124 and DAT-127 and DAT-164.

DAT 123 - ORAL MEDICINE/ORAL BIOLOGY
Class 3, Lab 0, Credit 3
This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

DAT 124 - EXPANDED FUNCTIONS/SPECIALTIES
Class 0, Lab 3, Credit 1
This course offers practice in performing the expanded clinical procedures designated by the South Carolina state board of dentistry for dental assistants.

DAT 127 - DENTAL RADIOGRAPHY
Class 3, Lab 3, Credit 4
This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

DAT 154 - CLINICAL PROCEDURES I
Class 2, Lab 6, Credit 4
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

DAT 160 - EXPANDED DUTIES/SPECIALTIES
Class 2, Lab 0, Credit 2
This course provides practical experience in performing the expanded duties designated by the SC State Board of Dentistry for Expanded duty Dental Assistants. In addition, course covers and overview of dental specialties.
Prerequisite(s): Take AHS-113, DAT-113, DAT-155, DAT-119, DAT-121 and DAT-154
Corequisite(s): Take DAT-123, DAT-124, DAT-127 and DAT-164

DAT 164 - CLINICAL PROCEDURES II
Class 0, Lab 12, Credit 4
This course introduces the instruments and chairside procedures of the dental specialties.
Prerequisite(s): Take AHS-113, DAT-113, DAT-115, DAT-118, DAT-121, and DAT-154.
Corequisite(s): Take DAT-122, DAT-123, DAT-124 and DAT-127.

DAT 177 - DENTAL OFFICE EXPERIENCE
Class 0, Lab 21, Credit 7
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

DHM 105 - DIESEL ENGINES I
Class 3, Lab 0, Credit 3
This course covers the basic study of diesel engine design and operating principles.

ECD 101 - INTRODUCTION TO EARLY CHILDHOOD
Class 3, Lab 0, Credit 3

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

ECD 102 - GROWTH AND DEVELOPMENT I
Class 3, Lab 0, Credit 3
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-032 with a minimum grade of "C".

ECD 105 - GUIDANCE-CLASSROOM MANAGEMENT
Class 3, Lab 0, Credit 3
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.
Prerequisite(s): Take ENG-032 and RDG-032 with a minimum grade of "C".

ECD 107 - EXCEPTIONAL CHILDREN
Class 3, Lab 0, Credit 3
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.
Prerequisite(s): Take ENG-032 and RDG-032 with a minimum grade of "C".

ECD 108 - FAMILY AND COMMUNITY RELATIONS
Class 3, Lab 0, Credit 3
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.
Prerequisite(s): Take ECD-101.

ECD 109 - ADMINISTRATION AND SUPERVISION
Class 3, Lab 0, Credit 3
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.
Prerequisite(s): Take ECD-101.

ECD 131 - LANGUAGE ARTS
Class 2, Lab 3, Credit 3
This course is a study of methods and materials in age- appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.
Prerequisite(s): Take ENG-032 and RDG-032 with a minimum grade of "C".

ECD 132 - CREATIVE EXPERIENCES
Class 2, Lab 3, Credit 3
In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.
Prerequisite(s): Take ENG-032 and RDG-032 with a minimum grade of "C".

ECD 133 - SCIENCE AND MATH CONCEPTS
Class 2, Lab 3, Credit 3
This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-032 with a minimum grade of "C".

ECD 135 - HEALTH, SAFETY AND NUTRITION
Class 2, Lab 3, Credit 3
This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and

first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.
Prerequisite(s): Take ENG-032, RDG-032 and ECD-101 with a minimum grade of "C".

ECD 200 - CURRICULUM ISSUES IN INFANT AND TODDLER DEVELOPMENT
Class 3, Lab 0, Credit 3
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.
Prerequisite(s): TAKE ECD-101.
Corequisite(s): Take ECD-102.

ECD 201 - PRINCIPLES OF ETHICS AND LEADERSHIP IN EARLY CARE AND EDUCATION
Class 3, Lab 0, Credit 3
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

ECD 203 - GROWTH AND DEVELOPMENT II
Class 3, Lab 0, Credit 3
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.
Prerequisite(s): Take ENG-032 and RDG-032 with a minimum grade of C.
Corequisite(s): Take ECD-102.

ECD 205 - SOCIALIZATION AND GROUP CARE OF INFANTS AND TODDLERS
Class 3, Lab 0, Credit 3
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.
Prerequisite(s): Take ENG-032 and RDG-032 with a minimum grade of "C".

ECD 207 - INCLUSIVE CARE FOR INFANTS AND TODDLERS
Class 3, Lab 0, Credit 3
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.
Prerequisite(s): Take ENG-032 and RDG-032 with a minimum grade of "C".

ECD 237 - METHODS AND MATERIALS
Class 3, Lab 0, Credit 3
This course includes an overview of developmentally-appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.
Prerequisite(s): Take ECD-101, ECD-102, ECD-105, ECD-131, ECD-132, ECD-133, ECD-135 and ECD-203.

ECD 243 - SUPERVISED FIELD EXPERIENCE I
Class 1, Lab 6, Credit 3
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.
Prerequisite(s): Take ECD-101, ECD-102, ECD-105, ECD-131, ECD-132, ECD-133, ECD-135 and ECD-203.

ECD 251 - SUPERVISED FIELD EXPERIENCES IN INFANT/TODDLER ENVIRONMENT
Class 1, Lab 6, Credit 3
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.
Prerequisite(s): Take ECD-101, ECD-102, ECD-205 and ECD-207 with a minimum grade of "C".
Corequisite(s): Take ECD-200.

ECO 201 - ECONOMIC CONCEPTS
Class 3, Lab 0, Credit 3
This course is a study of micro- and macro-economic concepts and selected economic problems.
Prerequisite(s): Take ENG-032, RDG-032, and MAT-032 with a minimum grade of "C".

ECO 210 - MACROECONOMICS
Class 3, Lab 0, Credit 3
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.
Prerequisite(s): Take ENG-032 and MAT-032 and RDG-032 with a minimum grade of "C".

ECO 211 - MICROECONOMICS
Class 3, Lab 0, Credit 3
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.
Prerequisite(s): Take ENG-032 and MAT-032 and RDG-032.

EDU 102 - PROFESSIONAL PREPARATION FOR EDUCATION CAREERS
Class 3, Lab 0, Credit 3
This course is designed to prepare students for careers in the education profession, including information literacy skills, PRAXIS preparation, academic and education career goals, recognition of appropriate resources for education majors, and preparation for professional program admission/success.

EDU 230 - SCHOOLS IN COMMUNITIES
Class 4, Lab 0, Credit 4
This course provides students with a basic understanding of the social, political, and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools, and communities. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

EEM 105 - BASIC ELECTRICITY
Class 1, Lab 3, Credit 2
This course is a survey of basic electrical principles, circuits, and measurements.

EEM 107 - INDUSTRIAL COMPUTER TECHNIQUES
Class 2, Lab 0, Credit 2
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

EEM 117 - AC/DC CIRCUITS I
Class 2, Lab 6, Credit 4
This course is a study of direct and alternating theory, Ohm’s Law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 118 - AC/DC CIRCUITS II
Class 2, Lab 6, Credit 4
This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.
Prerequisite(s): Take EEM-117.

EEM 123 - SCHEMATICS ANALYSIS
Class 3, Lab 0, Credit 3
This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits.
Prerequisite(s): Take EEM-117.

EEM 145 - CONTROL CIRCUITS
Class 3, Lab 0, Credit 3
This course covers the principles and applications of component circuits and methods of motor control.
Prerequisite(s): Take EEM-117.

EEM 151 - MOTOR CONTROLS I
Class 2, Lab 6, Credit 4
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.
Prerequisite(s): None
Corequisite(s): Take EEM-117 or ACR 106

EEM 152 - MOTOR CONTROLS II
Class 2, Lab 6, Credit 4
This course is a continuation of the study of motor controls, including additional techniques and control devices.
Prerequisite(s): Take EEM-151.

EEM 162 - INTRODUCTION TO PROCESS CONTROL
Class 3, Lab 0, Credit 3
This course is an introduction to control systems theory and process control characteristics.

EEM 201 - ELECTRONIC DEVICES I
Class 2, Lab 3, Credit 3
This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.
Prerequisite(s): Take EEM-117.

EEM 202 - ELECTRONIC DEVICES II
Class 2, Lab 3, Credit 3
This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits.
Prerequisite(s): Take EEM-201.

EEM 211 - AC MACHINES
Class 2, Lab 3, Credit 3
This course is a study of application, operation, and construction of AC machines.
Prerequisite(s): Take EEM-117.

EEM 221 - DC/AC DRIVES
Class 2, Lab 3, Credit 3
This course covers the principles of operation and application of DC drives and AC drives.
Prerequisite(s): Take EEM-201 and EEM-117.

EEM 231 - DIGITAL CIRCUITS I
Class 2, Lab 3, Credit 3
This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.
Prerequisite(s): Take EEM-117.

EEM 240 - BASIC MICROPROCESSORS
Class 3, Lab 3, Credit 4
This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.
Prerequisite(s): Take EEM-231.

EEM 251 - PROGRAMMABLE CONTROLLERS
Class 2, Lab 3, Credit 3
This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.
Prerequisite(s): Take EEM-151.

EEM 252 - PROGRAMMABLE CONTROLLERS APPLICATIONS
Class 2, Lab 3, Credit 3
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.
Prerequisite(s): Take EEM-251.

EEM 275 - TECHNICAL TROUBLESHOOTING
Class 3, Lab 0, Credit 3
This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.
Prerequisite(s): Take EEM-201.

EET 111 - DC CIRCUITS
Class 3, Lab 3, Credit 4

This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.
Prerequisite(s): Take ENG-100 and MAT-102 and RDG-100.
Corequisite(s): Take MAT-110.

EET 112 - AC CIRCUITS
Class 3, Lab 3, Credit 4
This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics, and verified using electrical instruments.
Prerequisite(s): Take ENG-100 and MAT-102 and RDG-100.
Corequisite(s): Take MAT-110.

EET 131 - ACTIVE DEVICES
Class 3, Lab 3, Credit 4
This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.
Prerequisite(s): Take EET-111.
Corequisite(s): Take EET-112.

EET 141 - ELECTRONIC CIRCUITS
Class 3, Lab 3, Credit 4
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.
Prerequisite(s): Take EET-131.

EET 145 - DIGITAL CIRCUITS
Class 3, Lab 3, Credit 4
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.
Prerequisite(s): Take ENG-100 and (MAT-102 or MAT-153) and RDG-100.
Corequisite(s): Take MAT-110.

EET 231 - INDUSTRIAL ELECTRONICS
Class 3, Lab 3, Credit 4
This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.
Prerequisite(s): Take EET-131.

EET 235 - PROGRAMMABLE CONTROLLERS
Class 2, Lab 3, Credit 3
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers.
Prerequisite(s): Take EET-112.

EET 236 - PLC SYSTEMS PROGRAMMING
Class 2, Lab 3, Credit 3
This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems communications.
Prerequisite(s): Take EET-235.

EET 261 - ELECTRONIC TROUBLESHOOTING
Class 2, Lab 0, Credit 2
This course is a study of the systematic techniques for troubleshooting electronic equipment. Logical procedures are emphasized rather than specific circuits. Students are required to troubleshoot and repair selected equipment.
Prerequisite(s): Take MAT-110 and EET-111 with a minimum grade of "C".
Corequisite(s): Take EET-112 and EET-131.

EET 273 - ELECTRONICS SENIOR PROJECT
Class 0, Lab 3, Credit 1
This course includes the construction and testing of an instructor-approved project.
Prerequisite(s): Take EET-141.

EGR 104 - ENGINEERING TECHNOLOGY FOUNDATIONS
Class 3, Lab 0, Credit 3
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.
Prerequisite(s): Take ENG-032 and RDG 100 and MAT 101 and MAT 152 with a minimum grade of "C".
Corequisite(s): Take MAT-102.

EGR 112 - ENGINEERING PROGRAMMING
Class 2, Lab 3, Credit 3
This course covers interactive computing and the basic concepts of programming.
Prerequisite(s): Take ENG-032 and RDG 100 and MAT 101 and MAT 152 with a minimum grade of "C".
Corequisite(s): Take MAT-102.

EGR 175 - MANUFACTURING PROCESSES
Class 3, Lab 0, Credit 3
This course includes the processes, alternatives, and operations in the manufacturing environment.
Prerequisite(s): Take MAT 170.
Corequisite(s): Take MAT 170.

EGR 269 - ENGINEERING DISCIPLINES AND SKILLS
Class 1, Lab 3, Credit 2
This course assists students in selecting an engineering field while studying professionalism, ethics, safety, communications, and career planning. Computers are used to study spreadsheets, obtain graphical solutions to problems, perform on-line tasks, and work on a team design project and report.
Prerequisite(s): Take MAT-110.

EGR 270 - INTRODUCTION TO ENGINEERING
Class 2, Lab 3, Credit 3
(Transfer course) this course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications.
Prerequisite(s): Take MAT 110.

EGT 102 - TECHNICAL DRAWING
Class 2, Lab 0, Credit 2
This course covers the application of drawing equipment and drawing techniques in the preparation of multiview orthographic, pictorial, working and/or assembly drawings. Basic methods for dimensioning, tolerancing, sectioning and fit of mating parts as performed in industrial fabrication and assembly practices are included.
Prerequisite(s): Take MAT-032, RDG-032, and ENG-032 with a minimum grade of "C".

EGT 104 - PRINT READING
Class 3, Lab 0, Credit 3
This course covers the interpretation of industrial drawings.

EGT 108 - ADVANCED PRINT READING AND SKETCHING
Class 2, Lab 0, Credit 2
This course is a study of the interpretation of complicated drawings. Drafting and sketching techniques are included.
Prerequisite(s): Take EGT-104.

EGT 123 - INDUSTRIAL PRINT READING
Class 1, Lab 3, Credit 2
This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

EGT 151 - INTRODUCTION TO CAD
Class 3, Lab 0, Credit 3
This course covers the operation of a computer aided drafting system. The course includes interaction with a

CAD station to produce technical drawings.
Prerequisite(s): Take ENG-032 and MAT-032 and RDG-032.

EGT 152 - FUNDAMENTALS OF CAD
Class 3, Lab 0, Credit 3
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.

EGT 155 - INTERMEDIATE CAD
Class 1, Lab 3, Credit 2
This course covers advanced computer aided drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings.
Prerequisite(s): Take EGT-151.

EGT 245 - PRINCIPLES OF PARAMETRIC CAD
Class 3, Lab 0, Credit 3
This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.
Prerequisite(s): Take EGT-151 or EGT-152 with a minimum grade of "C".

EMS 105 - EMERGENCY MEDICAL CARE I
Class 2, Lab 6, Credit 4
This course is a study of preparatory and pharmacology, airway management, patient assessment, and trauma and shock as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.
Prerequisite(s): Take ENG-100 and MAT-032 and RDG-100 with a minimum grade of "C".

EMS 106 - EMERGENCY MEDICAL CARE II
Class 2, Lab 6, Credit 4
This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.
Prerequisite(s): Take EMS-105 with a minimum grade of "C".

EMS 119 - EMERGENCY MEDICAL SERVICES OPERATIONS
Class 1, Lab 3, Credit 2
This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.
Prerequisite(s): Take EMS-106 with a minimum grade of "C" required.

EMS 150 - INTRODUCTION TO ADVANCED CARE
Class 2, Lab 9, Credit 5
This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.
Prerequisite(s): None
Corequisite(s): Take EMS-151.

EMS 151 - PARAMEDIC CLINICAL I
Class 0, Lab 6, Credit 2
This course provides an introduction to hospital care in an emergency and trauma setting. Emphasis is placed on care for adult, obstetrical, pediatric, and behavioral patients.
Prerequisite(s): None
Corequisite(s): Take EMS-150.

EMS 230 - ADVANCED EMERGENCY MEDICAL CARE I
Class 2, Lab 9, Credit 5
This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes.
Prerequisite(s): None
Corequisite(s): Take EMS-231 and EMS-232.

EMS 231 - PARAMEDIC CLINICAL II
Class 0, Lab 6, Credit 2
This course provides application of the knowledge and skills learned in the classroom to patients in the

emergency department setting and in other appropriate clinical facilities.
Prerequisite(s): None
Corequisite(s): Take EMS-230 and EMS-232.

EMS 232 - PARAMEDIC INTERNSHIP I
Class 0, Lab 6, Credit 2
This course provides application of the knowledge and skills learned in the classroom using the team approach to emergency medical patients in the pre-hospital environment.
Prerequisite(s): None
Corequisite(s): Take EMS-230 and EMS-231.

EMS 240 - ADVANCED EMERGENCY MEDICAL CARE II
Class 2, Lab 9, Credit 5
This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.
Prerequisite(s): None
Corequisite(s): Take EMS-221 and EMS-241.

EMS 241 - PARAMEDIC CLINICAL III
Class 0, Lab 6, Credit 2
This course is an advanced clinical experience and provides an overview of holistic patient care from the point of entry into the emergency department until patient discharge.
Prerequisite(s): None
Corequisite(s): Take EMS-221 and EMS-240.

EMS 242 - PARAMEDIC INTERNSHIP II
Class 0, Lab 6, Credit 2
This course provides hands-on experience for initial patient care in the pre-hospital environment and focuses on the ability to assess, care for, and transport medical and trauma patients.
Prerequisite(s): None
Corequisite(s): Take EMS-240 and EMS-241 with a minimum grade of "C".

EMS 270 - NREMT REVIEW
Class 2, Lab 6, Credit 4
This course provides the opportunity to practice and demonstrate proficiency in all of the required National Registry of Emergency Medical Technician (NREMT) skill stations.
Prerequisite(s): None
Corequisite(s): Take EMS-272.

EMS 272 - PARAMEDIC CAPSTONE
Class 0, Lab 12, Credit 4
This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care.
Prerequisite(s): None
Corequisite(s): Take EMS-270.

ENG 031 - DEVELOPMENTAL ENGLISH BASICS
Class 3, Lab 0, Credit 3
Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.
Prerequisite(s): None
Corequisite(s): Take ENG-032.

ENG 032 - DEVELOPMENTAL ENGLISH
Class 3, Lab 0, Credit 3
Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.
Prerequisite(s): None
Corequisite(s): Take ENG-031.

ENG 100 - INTRODUCTION TO COMPOSITION
Class 3, Lab 0, Credit 3
This course is a study of basic writing and different modes of composition and may include a review of usage.
Non-degree credit
Prerequisite(s): Take ENG-032.

ENG 101 - ENGLISH COMPOSITION I
Class 3, Lab 0, Credit 3
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.
Prerequisite(s): Take (ENG-100 or ENG-165 or ENG-104) and RDG-100.

ENG 102 - ENGLISH COMPOSITION II
Class 3, Lab 0, Credit 3
This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.
Prerequisite(s): Take ENG-101 with a minimum grade of "C".

ENG 165 - PROFESSIONAL COMMUNICATIONS
Class 3, Lab 0, Credit 3
This course develops practical written, and oral professional communication skills.
Prerequisite(s): Take ENG-032 and RDG-032.

ENG 201 - AMERICAN LITERATURE I
Class 3, Lab 0, Credit 3
This course is a study of American literature from the colonial period to the civil war.
Prerequisite(s): Take ENG-102 with a minimum grade of "C".

ENG 202 - AMERICAN LITERATURE II
Class 3, Lab 0, Credit 3
This course is a study of American literature from the civil war to the present.
Prerequisite(s): Take ENG-102 with a minimum grade of "C".

ENG 205 - ENGLISH LITERATURE I
Class 3, Lab 0, Credit 3
This is a (college transfer) course in which the following topics are presented: the study of English literature from the old English period to the Romantic period with emphasis on major writers and periods.
Prerequisite(s): Take ENG-102 with a minimum grade of "C".

ENG 206 - ENGLISH LITERATURE II
Class 3, Lab 0, Credit 3
This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods.
Prerequisite(s): Take ENG-102 with a minimum grade of "C".

ENG 208 - WORLD LITERATURE I
Class 3, Lab 0, Credit 3
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.
Prerequisite(s): Take ENG-102 with a minimum grade of "C".

ENG 209 - WORLD LITERATURE II
Class 3, Lab 0, Credit 3
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.
Prerequisite(s): Take ENG-102 with a minimum grade of "C".

ENG 228 - STUDIES IN FILM GENRE
Class 3, Lab 0, Credit 3
This course is a critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc) and countries will be viewed and analyzed.
Prerequisite(s): Take ENG-100 and RDG-100.

ENG 235 - SOUTHERN LITERATURE
Class 3, Lab 0, Credit 3
This course is a study of the South's intellectual and literary contributions to national and world literature.
Prerequisite(s): Take ENG-102.

ENG 236 - AFRICAN AMERICAN LITERATURE
Class 3, Lab 0, Credit 3
This course is a critical study of African American literature examined from historical, social, and psychological perspectives.
Prerequisite(s): Take ENG-102 with a minimum grade of "C".

ENG 238 - CREATIVE WRITING
Class 3, Lab 0, Credit 3
This course presents an introduction to creative writing in various genres.
Prerequisite(s): Take ENG-102 with a minimum grade of "C'.

ENG 260 - ADVANCED TECHNICAL COMMUNICATIONS
Class 3, Lab 0, Credit 3
This course develops skills in research techniques and increases proficiency in technical communications.
Prerequisite(s): Take ENG-101.

EVT 201 - ENVIRONMENTAL SCIENCE
Class 3, Lab 0, Credit 3
This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution.
Prerequisite(s): Take ENG-100, MAT-102 and RDG-100 with a minimum grade of "C" required.

EVT 261 - SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE
Class 0, Lab 3, Credit 1
This course is designed to provide current topics to keep students abreast of state-of the-art concepts and applications in the EVT field. Students may wish to take this course offered in a lab format along with EVT-201 Environmental Science to transfer both courses as a four-credit lab science course. This course may be taken as a standalone course for students who may need a one-credit course to complete requirements for graduation.
Prerequisite(s): Take ENG-100, RDG-100, MAT-102 with a minimum grade of C.

FRE 101 - ELEMENTARY FRENCH I
Class 4, Lab 0, Credit 4
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.
Prerequisite(s): Take ENG-100 and RDG-032.

FRE 102 - ELEMENTARY FRENCH II
Class 4, Lab 0, Credit 4
This course continues the development of basic language skills and includes a study of French culture.
Prerequisite(s): Take FRE-101.

GEO 101 - INTRODUCTION TO GEOGRAPHY
Class 3, Lab 0, Credit 3
This course is an introduction to the principles and methods of geographic inquiry.
Prerequisite(s): Take ENG-032 and RDG-032.

GEO 102 - WORLD GEOGRAPHY
Class 3, Lab 0, Credit 3
This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.
Prerequisite(s): Take ENG-032 and RDG-032.

GER 101 - ELEMENTARY GERMAN I
Class 4, Lab 0, Credit 4
This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture.
Prerequisite(s): Take ENG-100 and RDG-032.

GER 102 - ELEMENTARY GERMAN II
Class 4, Lab 0, Credit 4
This course continues the development of the four basic language skills and the study of German culture.
Prerequisite(s): Take GER-101.

HIM 105 - MEDICAL OFFICE COMMUNICATION AND PRACTICES
Class 3, Lab 0, Credit 3
This course is the study of the principles of effective medical office communications, with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry.
Prerequisite(s): Take AOT-105, AOT-141, and AHS-102 with a minimum grade of "C".
Corequisite(s): Take AOT-164.

HIM 130 - BILLING AND REIMBURSEMENT
Class 3, Lab 0, Credit 3
This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.
Prerequisite(s): Take AOT-141 or MGT-101 with a minimum grade of "C".

HIM 135 - MEDICAL PATHOLOGY
Class 3, Lab 0, Credit 3
This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology.
Prerequisite(s): Take AHS-102 and AHS-104 with a minimum grade of "C".
Corequisite(s): HIM 150

HIM 150 - CODING PRACTICUM I
Class 3, Lab 0, Credit 3
This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.
Prerequisite(s): None
Corequisite(s): Take HIM-250.

HIM 216 - CODING AND CLASSIFICATION I
Class 3, Lab 0, Credit 3
This course includes a study of disease and procedural coding and classification systems.
Prerequisite(s): Take AOT-141 with a minimum grade of "C".

HIM 225 - CODING AND CLASSIFICATION II
Class 3, Lab 0, Credit 3
This course provides a study of advanced coding and classification systems.
Prerequisite(s): Take HIM-216 with a minimum grade of "C".

HIM 250 - CODING AND CLASSIFICATION III
Class 3, Lab 0, Credit 3
This course is study of ICD-10-CM, ICD-10-PCS and the coding guidelines and procedures associated with this classification system.
Prerequisite(s): Take HIM-225 with a minimum grade of "C".

HIM 266 - COMPUTERS IN HEALTH CARE
Class 3, Lab 0, Credit 3
This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.
Prerequisite(s): Take HIM-130 with a minimum grade of "C".

HIS 101 - WESTERN CIVILIZATION TO 1689
Class 3, Lab 0, Credit 3
This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

HIS 102 - WESTERN CIVILIZATION POST 1689
Class 3, Lab 0, Credit 3

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

HIS 104 - WORLD HISTORY I
Class 3, Lab 0, Credit 3
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of western dominance and identifying major patterns and trends which characterized the world in each era.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

HIS 105 - WORLD HISTORY II
Class 3, Lab 0, Credit 3
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political, and cultural aspects of each era.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

HIS 115 - AFRICAN-AMERICAN HISTORY
Class 3, Lab 0, Credit 3
This course is a study of the history of African Americans, including African heritage, American history, and significant contributions by individuals or groups.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

HIS 201 - AMERICAN HISTORY: DISCOVERY TO 1877
Class 3, Lab 0, Credit 3
This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite(s): Take ENG-100 and RDG-100 with minimum grade of "C".

HIS 202 - AMERICAN HISTORY: 1877 TO PRESENT
Class 3, Lab 0, Credit 3
This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

HOS 255 - FOOD SERVICE MANAGEMENT
Class 3, Lab 0, Credit 3
This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.
Prerequisite(s): Take CUL-104.

HOS 256 – HOSPITALITY MANAGEMENT CONCEPTS
Class 3, Lab 0, Credit 3
This course is a study of the theory and principles of management as applied to the hospitality industry.

HRT 104 - LANDSCAPE DESIGN AND IMPLEMENTATION
Class 2, Lab 3, Credit 3
This course is a study of landscape design and drafting as well as landscape installation techniques.
Prerequisite(s): Take RDG-032.

HRT 105 - LANDSCAPE PLANT MATERIALS
Class 3, Lab 3, Credit 4
This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included.
Prerequisite(s): Take RDG-032.

HRT 108 - ANNUALS AND PERENNIALS
Class 2, Lab 0, Credit 2
This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color, and culture.

HRT 110 - PLANT FORM AND FUNCTION
Class 3, Lab 3, Credit 4
This course is a study of morphology, anatomy, and physiology of higher plants. Emphasis is on plant

structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.
Prerequisite(s): Take RDG-032.

HRT 113 - PLANT MATERIALS
Class 3, Lab 0, Credit 3
This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.
Prerequisite(s): Take RDG-032.

HRT 121 - COMMERCIAL IRRIGATION
Class 2, Lab 3, Credit 3
This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included.
Prerequisite(s): Take RDG-032.

HRT 125 - SOILS
Class 3, Lab 3, Credit 4
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter, and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included.
Prerequisite(s): Take RDG-032.

HRT 132 - NURSERY OPERATIONS
Class 2, Lab 3, Credit 3
This course is a study of nursery and greenhouse operations and management. Operational details of plant production, management principles, and chemical safety are covered.
Prerequisite(s): Take RDG-032.

HRT 139 - PLANT PROPAGATION
Class 2, Lab 3, Credit 3
This course is a study of the fundamental principles and techniques involved in plant propagation.
Prerequisite(s): Take RDG-032.

HRT 141 - HORTICULTURE PEST CONTROL
Class 3, Lab 3, Credit 4
This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants.
Prerequisite(s): Take RDG-032.

HRT 144 - PLANT PESTS
Class 3, Lab 0, Credit 3
This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.
Prerequisite(s): Take RDG-032.

HRT 153 - LANDSCAPE CONSTRUCTION
Class 3, Lab 0, Credit 3
This course covers the requirements and techniques of landscape construction. Emphasis is placed on construction of wood, concrete, and brick landscape structures. The course includes landscape lighting, water gardening and planting.
Prerequisite(s): Take RDG-032.

HRT 169 - SUSTAINABILITY IN HORTICULTURE
Class 3, Lab 0, Credit 3
This course emphasizes basic issues affecting sustainability in horticultural environments. Topics include water retention, harvesting, pesticides, noise pollution and energy. Students will discuss new and current practices in sustainability, and will also identify sustainable pest control products. Emphasis will be given on preparing students for the SC Environmental Landscape Certification.
Prerequisite(s): Take RDG-032.

HRT 200 - HORTICULTURE BUSINESS MANAGEMENT
Class 3, Lab 0, Credit 3
This course is a study of business management practices in horticulture. Customer relations, budget construction, employee management, resume development, invoicing, federal and state tax regulations, immigration policy, basic marketing, and governmental laws and regulations are included.
Prerequisite(s): Take RDG-032.

HRT 223 - IRRIGATION
Class 3, Lab 3, Credit 4
This course includes the study and application of the design principles and materials used in horticultural irrigation.
Prerequisite(s): Take HRT-102.

HRT 230 - GREENHOUSE TECHNOLOGY
Class 3, Lab 3, Credit 4
This course is the study of commercial greenhouse production techniques and facility management.
Prerequisite(s): Take RDG-032.

HRT 241 - TURF MANAGEMENT
Class 2, Lab 3, Credit 3
This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.
Prerequisite(s): Take RDG-032.

HRT 253 - LANDSCAPE INSTALLATION
Class 3, Lab 3, Credit 4
This course is a study of the installation of landscapes, including reading plans, planting, and construction of necessary structures. Instruction in various styles of landscape features and the development of cost estimates and bids are included.
Prerequisite(s): Take RDG-032.

HRT 255 - URBAN TREE CARE
Class 3, Lab 0, Credit 3
This course is a study of selection, installation and maintenance of trees in the urban landscape. Emphasis will be placed on industry standards and municipality requirements. Topics also covered are basic tree anatomy and proper tree pruning and health management.
Prerequisite(s): Take RDG-032.

HRT 256 - LANDSCAPE MANAGEMENT
Class 3, Lab 3, Credit 4
This course is a study of proper grounds management procedures. Landscape maintenance tasks, scheduling, estimating, and bidding are included.
Prerequisite(s): Take RDG-032.

HRT 273 - SCWE IN HORTICULTURE SCIENCES
Class 0, Lab 12, Credit 3
This course is the study of a comprehensive supervised work experience in the Horticultural industry. Work in a related horticultural position under supervision of the instructor and employer is required.
Prerequisite(s): Take HRT-125.

HSS 101 - INTRODUCTION TO HUMANITIES
Class 3, Lab 0, Credit 3
This course includes an introduction to themes, critical approaches, and major contributors to the humanities.
Prerequisite(s): Take ENG-100 and RDG-100.

HSS 205 - TECHNOLOGY AND SOCIETY
Class 3, Lab 0, Credit 3
This course is an investigation of the impact of modern technological changes in America on the individual, society, and the physical environments. Included as historical perspective is a survey of technological advances from ancient times through the 20th century.
Prerequisite(s): Take ENG-032 and RDG-032.

HUC 110 - HEALTH UNIT PROCEDURES I
Class 3, Lab 12, Credit 7
This course is a study of non-nursing hospital procedures and practical applications in clinical settings as they relate to the coordination of a nursing unit.
Prerequisite(s): None
Corequisite(s): Take AHS-170.

HUC 120 - HEALTH UNIT PROCEDURES II
Class 2, Lab 18, Credit 8
This course is a study of non-nursing hospital procedures in addition to an anatomy component which includes a systems review. The course also covers practical applications and clinical settings as they relate to the coordination of a nursing unit.
Prerequisite(s): Take HUC-110, AHS-102, and AHS-170

HUS 101 - INTRODUCTION TO HUMAN SERVICES
Class 3, Lab 0, Credit 3
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

IDS 101 - HUMAN THOUGHT AND LEARNING
Class 3, Lab 0, Credit 3
This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

IDS 207 - CULTURAL EXPLORATION
Class 3, Lab 0, Credit 3
This course will explore the culture and environment of the country or region in which students are studying while abroad. The special topics studied will provide the students with a deeper understanding of the political, social, economic, and cultural issues they experience.
Prerequisite(s): Take ENG-101 with a minimum grade of "C".

IMT 102 - INDUSTRIAL SAFETY
Class 2, Lab 0, Credit 2
This course covers safety awareness and practices found in industry.

IMT 103 - PRECISION MEASURING INSTRUMENTS
Class 1, Lab 3, Credit 2
This course covers the use of various precision measuring instruments commonly used in industry.

IMT 104 - SCHEMATICS
Class 2, Lab 0, Credit 2
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

IMT 108 - INTRODUCTION TO INDUSTRIAL TECHNOLOGY
Class 1, Lab 3, Credit 2
This course will provide information needed to help in choosing a career in selected industrial areas. The student will be subjected to some of the tasks and skills that would be expected of a person working in the field.

IMT 110 - INDUSTRIAL INSTRUMENTATION
Class 2, Lab 3, Credit 3
This course covers fundamentals of pressure, flow, level, and temperature instrumentation.

IMT 112 – HAND TOOL OPERATIONS
Class 1, Lab 6, Credit 3
This course covers the use of hand tools and their applications in industrial and service areas.

IMT 114 - BENCHWORK AND ASSEMBLY
Class 1, Lab 3, Credit 2
This course covers the use of hand and power tools, measuring, and prints associated with an assembly project.

IMT 120 - MECHANICAL INSTALLATIONS
Class 3, Lab 6, Credit 5
This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment.

IMT 124 - PUMPS
Class 1, Lab 3, Credit 2
This course covers packings, seals, couplings, and alignment of pumps.

IMT 131 - HYDRAULICS AND PNEUMATICS
Class 3, Lab 3, Credit 4
This course covers the basic technology and principles of hydraulics and pneumatics.

IMT 161 - MECHANICAL POWER APPLICATIONS
Class 2, Lab 6, Credit 4
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

IMT 163 - PROBLEM SOLVING FOR MECHANICAL APPLICATIONS
Class 3, Lab 0, Credit 3
This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures.
Prerequisite(s): Take IMT-131 and IMT-161.

IMT 171 - MANUFACTURING SKILLS STANDARD COUNCIL CERTIFICATION I
Class 0, Lab 3, Credit 1
This course is a study of manufacturing safety as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections, and how to offer procedural suggestions that support safety in the manufacturing work environment.

IMT 172 - MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION II
Class 0, Lab 3, Credit 1
This course is a study of quality and continuous improvement as one of four key manufacturing portable production skills associated with MSSC certification. Students will learn how to inspect materials and processes, and take corrective actions to restore or maintain quality.

IMT 173 - MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION III
Class 0, Lab 3, Credit 1
This course is a study of manufacturing processes and production as one of four key portable production skills associated with MSSC certification. Students will examine the entire production process cycle including resource availability, product specifications, and shipping/distribution.

IMT 174 - MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION IV
Class 0, Lab 3, Credit 1
This course is a study of maintenance awareness as one of four key manufacturing portable production skills associated with MSSC certification. Topics include potential maintenance issues with basic production systems, preventive maintenance, and routine repairs.

IST 166 - NETWORK FUNDAMENTALS
Class 3, Lab 0, Credit 3
This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.
Prerequisite(s): Take RDG-032, ENG-032, MAT-032 with a minimum grade of "C".

IST 201 - CISCO INTERNETWORKING CONCEPTS
Class 3, Lab 0, Credit 3
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.
Prerequisite(s): Take IST-166 with a minimum grade of "C".

IST 202 - CISCO ROUTER CONFIGURATION
Class 3, Lab 0, Credit 3
This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.
Prerequisite(s): Take IST-201 with a minimum grade of "C".

IST 203 - ADVANCED CISCO ROUTER CONFIGURATION
Class 3, Lab 0, Credit 3
This course is a study of configuring Cisco routers.
Prerequisite(s): Take IST-202 with a minimum grade of "C".

IST 204 - CISCO TROUBLESHOOTING
Class 3, Lab 0, Credit 3
This course is a study of troubleshooting network problems.
Prerequisite(s): Take IST-203 with a minimum grade of "C".

IST 222 - INTRODUCTION TO WEBPAGE PRODUCTION
Class 3, Lab 0, Credit 3
This course is designed to develop skills in using common office and web development software to produce webpage content.
Prerequisite(s): Take CPT-101 with a minimum grade of "C".

IST 257 - LAN NETWORK SERVER TECHNOLOGIES
Class 3, Lab 0, Credit 3
This course is a study of network operating system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, print services, remote access, fault tolerance, backup and recovery.
Prerequisite(s): Take IST-166 and CPT-209 with a minimum grade of "C".

IST 261 - ADVANCED NETWORK ADMINISTRATION
Class 3, Lab 0, Credit 3
This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management, and server optimization.
Prerequisite(s): Take IST-204 with a minimum grade of "C".

IST 290 - SPECIAL TOPICS IN INFORMATION SCIENCES
Class 3, Lab 0, Credit 3
This course covers special topics in information sciences technologies.
Prerequisite(s): Take IST-204 with a minimum grade of "C".

IST 291 - FUNDAMENTALS OF NETWORK SECURITY I
Class 3, Lab 0, Credit 3
This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the ares of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.
Prerequisite(s): Take IST-202 with a minimum grade of "C".

ITP 101 - INTRODUCTION TO INTERPRETING
Class 3, Lab 0, Credit 3
This course is the study of the profession of interpreting, the role and function of an interpreter, the National Registry of Interpreters Code of Ethics and Professionalism. The basic theories, principles and practices of interpreting, physical factors, techniques, compensation and certification processes are introduced.
Prerequisite(s): Take ENG-100 with a minimum grade of "C".

ITP 104 - INTERPRETING IN EDUCATIONAL SETTINGS
Class 3, Lab 0, Credit 3
This course will reinforce basic theories and techniques as related to mainstream educational settings K-12 and postsecondary.
Prerequisite(s): Take ITP-101.

ITP 110 - DISCOURSE ANALYSIS
Class 3, Lab 0, Credit 3
This course provides an introduction to discourse analysis of both ASL and English. Students will study general discourse issues as well as topics specific to ASL and spoken English. This course also outlines implications for accurate interpretation in analyzing the source and target languages.
Prerequisite(s): Take ASL-202 with a minimum grade of "B".

ITP 112 - TRANSLATION
Class 3, Lab 0, Credit 3
This course is an introduction to the study of meaning-based translation between ASL and English texts. It provides an extensive discussion of problems encountered in the translation process between the two languages.
Prerequisite(s): Take ASL-202.

ITP 204 - ENGLISH TO ASL INTERPRETING I
Class 3, Lab 0, Credit 3
This course introduces the concept of interpreting and establishes principles of transferring information from one language to another. Students will begin to apply these principles by interpreting in consecutive mode.
Prerequisite(s): Take ITP-110 with a minimum grade of "C".

ITP 205 - ENGLISH TO ASL INTERPRETING II
Class 3, Lab 0, Credit 3
This course provides advanced studies in interpreting between spoken English and American Sign Language. The course enhances processing skills. Students will use consecutive and simultaneous forms of interpreting.
Prerequisite(s): Take ITP-204 with a minimum grade of "C".

ITP 206 - ASL TO ENGLISH INTERPRETING I
Class 3, Lab 0, Credit 3
This course is designed to teach students to take the source signed message in ASL or contact varieties to the target language of spoken English. It features both instruction and practical application in simulated situations. Students will develop their use of register, word choice, and intonation.
Prerequisite(s): Take ITP-110 with a minimum grade "C".

ITP 207 - ASL TO ENGLISH INTERPRETING II
Class 3, Lab 0, Credit 3
This course is designed to offer advanced studies in sign to voice interpreting. It features both consecutive and simultaneous interpreting methods. Students will continue developing their use of register, word choice, and intonation while focusing on accurate interpretation of source language intent.
Prerequisite(s): Take ITP-206.

ITP 212 - INTERPRETING IN SPECIAL SETTINGS
Class 3, Lab 0, Credit 3
This course is a study of basic theories for community interpreting in specialized settings and adapts the techniques used for individual consumer needs.
Prerequisite(s): Take ITP-110 with a minimum grade of "C".

ITP 214 - BUSINESS PRACTICES FOR INTERPRETERS
Class 3, Lab 0, Credit 3
This course is a study of various aspects of being a working community interpreter such as working with interpreting services, pricing and costs, community agencies, tax agencies and planning, protecting oneself physically, current practices of interpreting services and how they impact the independent contractor.
Prerequisite(s): Take ITP-110 with a minimum grade of "C".

ITP 240 - INTERPRETING INTERNSHIP
Class 1, Lab 6, Credit 3
This course is designed to allow students to gain practical experience, assuming the role of a professional interpreter in a structured setting with on-going feedback from a professional interpreter.

LOG 110 - INTRODUCTION TO LOGISTICS
Class 3, Lab 0, Credit 3
This course is a basic overview of logistics management. Logistric involves the flow of goods and services involving such aspects as warehousing, materials handling, inventory control, and transportation from the raw material to the end user.
Prerequisite(s): Take ENG-032, MAT-032, RDG-032 with a minimum grade of "C".

LOG 111 - WAREHOUSE AND DISTRIBUTION CENTER OPERATIONS
Class 3, Lab 0, Credit 3
This course examines warehouse distribution centers and the information systems that are used. The student will understand the factors that determine the location of facilities, safety requirments and practices, concepts of warehouse design, material flow, inventory management and packaging.
Prerequisite(s): Take ENG-032, MAT-032, RDG-032 with a minimum grade of "C".

LOG 235 - TRAFFIC MANAGEMENT
Class 3, Lab 0, Credit 3
This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs.
Prerequisite(s): Take ENG-032, MAT-032, RDG-032 with a minimum grade of "C".

MAT 031 - DEVELOPMENTAL MATHEMATICS BASICS
Class 3, Lab 0, Credit 3
This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving.
Prerequisite(s): None
Corequisite(s): Take MAT-032.

MAT 032 - DEVELOPMENTAL MATHEMATICS
Class 3, Lab 0, Credit 3
This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.
Prerequisite(s): None
Corequisite(s): Take MAT-031.

MAT 101 - BEGINNING ALGEBRA
Class 3, Lab 0, Credit 3
This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring.
Prerequisite(s): Take MAT-032 and RDG-032.

MAT 102 - INTERMEDIATE ALGEBRA
Class 3, Lab 0, Credit 3
This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.
Prerequisite(s): Take ENG-032, RDG-100 and (MAT-101 or MAT-152) with a minimum grade of "C".

MAT 103 - QUANTITATIVE REASONING
Class 3, Lab 0, Credit 3
This course is designed to develop quantitative reasoning and critical thinking skills. Topics include equations and inequalities, exponential equations, applications involving proportions and conversion of units, logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interest.
Prerequisite(s): Take MAT-032 and RDG-032 with a minimum grade of "C".

MAT 110 - COLLEGE ALGEBRA
Class 3, Lab 0, Credit 3
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.
Prerequisite(s): Take MAT-102 or MAT-153 with a minimum grade of "C".

MAT 111 - COLLEGE TRIGONOMETRY
Class 3, Lab 0, Credit 3
This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. (Prerequisite: College Algebra)
Prerequisite(s): Take MAT-110 with a minimum grade of "C".

MAT 120 - PROBABILITY AND STATISTICS
Class 3, Lab 0, Credit 3
This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.
Prerequisite(s): Take MAT-102 or MAT-103 or MAT-153 with a minimum grade of "C".

MAT 130 - ELEMENTARY CALCULUS
Class 3, Lab 0, Credit 3
This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Prerequisite: College Algebra)
Prerequisite(s): Take MAT-110 with a minimum grade of C.

MAT 132 - DISCRETE MATHEMATICS
Class 3, Lab 0, Credit 3
This course includes the following topics: mathematical logic and proofs; set operations; relations and digraphs; functions; recurrence relations; and combinatorics. (This course is designed primarily for computer science students.)
Prerequisite(s): Take MAT-109 or MAT-110 with a minimum grade of "C".

MAT 140 - ANALYTICAL GEOMETRY AND CALCULUS I
Class 4, Lab 0, Credit 4
This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. (Prerequisite: a college algebra course and a college trigonometry course or pre-calculus)
Prerequisite(s): Take MAT-111 with minimum grade of "C".

MAT 141 - ANALYTICAL GEOMETRY AND CALCULUS II
Class 4, Lab 0, Credit 4
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. (Prerequisite: Analytical Geometry and Calculus I)
Prerequisite(s): Take MAT-140 with minimum grade of "C".

MAT 152 - ELEMENTARY ALGEBRA
Class 5, Lab 0, Credit 5
This course includes the following topics: operations with signed numbers and algebraic expression; solving linear equations; factoring; and an introduction to graphing.
Prerequisite(s): Take MAT-032 and RDG-032.

MAT 153 - ELEMENTARY ALGEBRA II
Class 5, Lab 0, Credit 5
This course is the study of the properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations.
Prerequisite(s): Take ENG-032, RDG-100 and (MAT-101 or MAT-152) with a minimum grade of "C".

MAT 155 - CONTEMPORARY MATHEMATICS
Class 3, Lab 0, Credit 3
This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.
Prerequisite(s): Take MAT-032 and RDG-032.

MAT 160 - MATH FOR BUSINESS AND FINANCE
Class 3, Lab 0, Credit 3
This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.
Prerequisite(s): Take MAT-032 and RDG-032.

MAT 170 - ALGEBRA, GEOMETRY, AND TRIGONOMETRY I
Class 3, Lab 0, Credit 3
This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.
Prerequisite(s): Take MAT-032 and RDG-032 with a minimum grade of "C".

MAT 211 - MATH FOR ELEMENTARY EDUCATION I
Class 3, Lab 0, Credit 3
This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.
Prerequisite(s): Take ENG-100, RDG-100 and (MAT-102 or MAT-153) with a minimum grade of "C".
Prerequisite(s): None
Corequisite(s): Take IDS-104 or EDU-102 with a minimum grade of "C".

MAT 212 - MATHEMATICS FOR ELEMENTARY EDUCATION II
Class 3, Lab 0, Credit 3
This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.
Prerequisite(s): Take ENG-100, RDG-100 and (MAT-102 or MAT-153) with a minimum grade of "C".

Corequisite(s): Take IDS-104 or EDU-102 with a minimum grade of "C".

MAT 215 - GEOMETRY
Class 3, Lab 0, Credit 3
This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)
Prerequisite(s): Take ENG-100, RDG-100 and (MAT-102 or MAT-153) with a minimum grade of "C".
Corequisite(s): Take IDS-104 or EDU-102 with a minimum grade of "C".

MAT 220 - ADVANCED STATISTICS
Class 3, Lab 0, Credit 3
This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.
Prerequisite(s): Take MAT-120 with a minimum grade of "C".

MAT 240 - ANALYTIC GEOMETRY AND CALCULUS III
Class 4, Lab 0, Credit 4
This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and stokes' and green's theorems. (Prerequisite: Analytical Geometry and Calculus II)
Prerequisite(s): Take MAT-141 with a minimum grade of "C".

MAT 242 - DIFFERENTIAL EQUATIONS
Class 4, Lab 0, Credit 4
This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods. (Prerequisite: Analytic Geometry and Calculus III)
Prerequisite(s): Take MAT-141 with a minimum grade of "C".

MED 102 - INTRODUCTION TO THE MEDICAL ASSISTING PROFESSION
Class 2, Lab 0, Credit 2
This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting, and the medical terminology of the medical office.
Prerequisite(s): None
Corequisite(s): Take MED-113, MED-124 and MED-118.

MED 105 - MEDICAL ASSISTING OFFICE SKILLS I
Class 3, Lab 6, Credit 5
This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use.

MED 108 - COMMON DISEASES OF THE MEDICAL OFFICE
Class 3, Lab 0, Credit 3
This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment.
Prerequisite(s): Take MED-102, MED-105, MED-113, and MED-118 with a minimum grade of "C".
Corequisite(s): Take MED-114, MED-116 and MED-134.

MED 113 - BASIC MEDICAL LABORATORY TECHNIQUES
Class 2, Lab 3, Credit 3
This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.
Prerequisite(s): None
Corequisite(s): Take MED-102, MED-124 and MED-118.

MED 114 - MEDICAL ASSISTING CLINICAL PROCEDURES
Class 2, Lab 6, Credit 4
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

MED 116 - MEDICAL OFFICE LAB PROCEDURES II

Class 3, Lab 3, Credit 4
This course includes the study of laboratory techniques commonly used in physicians' offices and other facilities.

MED 118 - PHARMACOLOGY FOR THE MEDICAL ASSISTANT
Class 3, Lab 3, Credit 4
This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.

MED 120 - MEDICAL ASSISTANT EMERGENCY PREPAREDNESS
Class 1, Lab 3, Credit 2
This course provides instruction on critical elements of emergency preparedness in the medical office as well as community response in a bioemergency or natural disaster.

MED 134 - MEDICAL ASSISTING FINANCIAL MANAGEMENT
Class 1, Lab 3, Credit 2
This course is the study of the daily financial practices, insurance coding, billing and collections, and accounting practices in the medical office environment.

MED 158 - CLINICAL OFFICE EXPERIENCE
Class 2, Lab 18, Credit 8
This course provides practical experience in selected clinical office settings.

MET 214 - FLUID MECHANICS
Class 3, Lab 0, Credit 3
This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.
Prerequisite(s): Take MAT-110 with a minimum grade of "C".

MET 224 - HYDRAULICS AND PNEUMATICS
Class 2, Lab 3, Credit 3
This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

MET 227 - INSTRUMENTATION PRINCIPLES
Class 1, Lab 3, Credit 2
This course covers the selection, application and calibration of valves, sensors, transmitters, recorders, and other devices used to measure and control fluid level, pressure, flow, density, temperature, and humidity in an industrial environment.
Prerequisite(s): Take MAT-110.

MGT 101 - PRINCIPLES OF MANAGEMENT
Class 3, Lab 0, Credit 3
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.
Prerequisite(s): Take ENG-032 and RDG-032.

MGT 150 - FUNDAMENTALS OF SUPERVISION
Class 3, Lab 0, Credit 3
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.
Prerequisite(s): Take ENG-032, MAT-032, and RDG-032 with a minimum grade of "C".

MGT 201 - HUMAN RESOURCE MANAGEMENT
Class 3, Lab 0, Credit 3
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.
Prerequisite(s): Take MAT-032 and MGT-101 with a minimum grade of "C".

MGT 206 – MANAGEMENT SPREADSHEETS
Class 3, Lab 0, Credit 3
This course emphasizes the use of spreadsheet software to support managerial decision-making through the analysis of data.
Prerequisite(s): Take ENG-032, RDG-032, CPT-101 and ACC-101 or ACC-111 with a minimum grade of "C".

MGT 230 - MANAGING INFORMATION RESOURCES
Class 3, Lab 0, Credit 3
This course is a study of the development, use and management of information resources, and systems in business and industry.
Prerequisite(s): Take CPT-101 with a minimum grade of "C" required.

MKT 101 - MARKETING
Class 3, Lab 0, Credit 3
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.
Prerequisite(s): Take ENG-032 and RDG-032.

MKT 110 - RETAILING
Class 3, Lab 0, Credit 3
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.
Prerequisite(s): Take MAT-032, ENG-032, RDG-032 with a minimum grade of "C".

MKT 120 - SALES PRINCIPLES
Class 3, Lab 0, Credit 3
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.
Prerequisite(s): Take MAT-032, ENG-032, and RDG-032 with a minimum grade of "C".

MKT 123 - EVENT PLANNING AND PROMOTION
Class 3, Lab 0, Credit 3
This course is a study of the planning and implementation of special events with emphasis on sponsorship solicitation, permit applications, logistics, applicable laws, and special event promotion.
Prerequisite(s): Take MAT-032, ENG-032 and RDG-032 with a minimum grade of "C".

MKT 240 - ADVERTISING
Class 3, Lab 0, Credit 3
This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.
Prerequisite(s): Take ENG-032, MAT-032 and RDG-032 with minimum grade of "C".

MKT 260 - MARKETING MANAGEMENT
Class 3, Lab 0, Credit 3
This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the market place.
Prerequisite(s): Take MGT-101 and MKT-101 with a minimum grade of "C".

MLT 102 - MEDICAL LAB FUNDAMENTALS
Class 2, Lab 3, Credit 3
This course introduces basic concepts and procedures in medical laboratory technology.
Prerequisite(s): None
Corequisite(s): Take MLT-105 and MLT-115.

MLT 105 - MEDICAL MICROBIOLOGY
Class 3, Lab 3, Credit 4
This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.
Prerequisite(s): None
Corequisite(s): Take MLT-102 and MLT-115.

MLT 110 - HEMATOLOGY
Class 3, Lab 3, Credit 4
This course provides a study of the basic principles of hematology, including hemoglobins, hematocrit, white

and red counts, and identification of blood cells.
Prerequisite(s): Take MLT-102, MLT-105 and MLT-115 with a minimum grade of "C".
Corequisite(s): Take MLT-120, MLT-130 and MLT-205.

MLT 115 - IMMUNOLOGY
Class 2, Lab 3, Credit 3
This course provides a study of the immune system, disease states, and the basic principles of immunological testing.
Prerequisite(s): None
Corequisite(s): Take MLT-102 and MLT-105.

MLT 120 - IMMUNOHEMATOLOGY
Class 3, Lab 3, Credit 4
This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.
Prerequisite(s): Take MLT-102, MLT-105 and MLT-115 with a minimum grade of "C".
Corequisite(s): Take MLT-110, MLT-130 and MLT-205.

MLT 130 - CLINICAL CHEMISTRY
Class 3, Lab 3, Credit 4
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.
Prerequisite(s): Take MLT-102, MLT-105 and MLT-115 with a minimum grade of "C".
Corequisite(s): Take MLT-110, MLT-120 and MLT-205.

MLT 205 - ADVANCED MICROBIOLOGY
Class 3, Lab 3, Credit 4
This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.
Prerequisite(s): Take MLT-102, MLT-105 and MLT-115 with a minimum grade of "C".
Corequisite(s): Take MLT-110, MLT-120 and MLT-130.

MLT 210 - ADVANCED HEMATOLOGY
Class 3, Lab 3, Credit 4
This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.
Prerequisite(s): Take MLT-110, MLT-120, MLT-130, and MLT-205 with a minimum grade of "C".
Corequisite(s): Take MLT-219.

MLT 219 - CLINICAL INSTRUMENTATION
Class 2, Lab 3, Credit 3
This course provides the theory and application of clinical laboratory instrumentation, including calibration, operation, and maintenance.
Prerequisite(s): Take MLT-110, MLT-120, MLT-130, and MLT-205 with a minimum grade of "C".
Corequisite(s): Take MLT-210.

MLT 241 - MEDICAL LAB TRANSITION
Class 3, Lab 0, Credit 3
This course correlates laboratory procedures and concepts, with emphasis on higher level cognitive applications.
Prerequisite(s): Take MLT-270 with a minimum grade of "C".
Corequisite(s): Take MLT-251 and MLT-252.

MLT 251 - CLINICAL EXPERIENCE I
Class 0, Lab 15, Credit 5
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Take MLT-270 with a minimum grade of "C".
Corequisite(s): Take MLT-241.

MLT 252 - CLINICAL EXPERIENCE II
Class 0, Lab 15, Credit 5
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Take MLT-270 with a minimum grade of "C".
Corequisite(s): Take MLT-241.

MLT 270 - CLINICAL APPLICATIONS
Class 3, Lab 27, Credit 12
This course provides sequential practical experience in selected areas of a supervised clinical setting.
Prerequisite(s): Take MLT-210 and MLT-219 with a minimum grade of "C".

MTH 120 - INTRODUCTION TO MASSAGE
Class 3, Lab 3, Credit 4
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and S.C. Law for licensure. Swedish techniques are introduced.

MTH 121 - PRINCIPLES OF MASSAGE I
Class 3, Lab 3, Credit 4
This course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

MTH 122 - PRINCIPLES OF MASSAGE II
Class 3, Lab 3, Credit 4
This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments, and other structures.

MTH 123 - MASSAGE CLINICAL I
Class 1, Lab 6, Credit 3
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

MTH 124 - MASSAGE BUSINESS APPLICATION
Class 3, Lab 0, Credit 3
This course addresses the basic business skills necessary to operate a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping.

MTH 126 - PATHOLOGY FOR MASSAGE THERAPY
Class 2, Lab 0, Credit 2
This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.

MTH 132 - MASSAGE THERAPY SEMINAR
Class 1, Lab 0, Credit 1
This course includes the integration of didactic and clinical techniques in Massage Therapy.
Prerequisite(s): None
Corequisite(s): Take MTH-120, MTH-121

MTH 135 - MASSAGE PRACTICUM
Class 1, Lab 3, Credit 2
This course provides practical experience in all aspects of therapeutic massage application using advanced techniques & specialized modalities in the professional setting. Students will observe facility & business operations under supervision of licensed massage therapists or licensed medical staff.
Prerequisite(s): Take MTH-122, MTH-123.

MTH 136 - KINESIOLOGY FOR MASSAGE THERAPY
Class 2, Lab 0, Credit 2
This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the affects of massage therapy on the way the body reacts during various activities.

MTH 137 - ANATOMY AND PHYSIOLOGY FOR MASSAGE THERAPY I
Class 2, Lab 0, Credit 2
This course will focus on the anatomy and physiology of the human body and the effects of massage on the body as a whole. Emphasis is placed on the skeletal, muscular, and circulatory systems, including

indications/contraindications for massage and relevant pathologies.

MTT 112 - MACHINE TOOL THEORY AND PRACTICE II
Class 2, Lab 9, Credit 5
This course is a combination of the basic theory and operation of machine shop equipment.
Prerequisite(s): TAKE MTT-111.
Corequisite(s): Take EGT-108.

MTT 113 - MACHINE TOOL THEORY AND PRACTICE III
Class 2, Lab 9, Credit 5
This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining and grinding procedures required to complete all machining applications.
Prerequisite(s): Take MTT-112.

MTT 152 - PRECISION MACHINING II
Class 2, Lab 3, Credit 3
This course is an introduction to the basic operation of machine shop equipment with emphasis on milling machines and surface grinders.

MTT 153 - PRECISION MACHINING III
Class 2, Lab 3, Credit 3
This course is an introduction to the basic operation of machine shop equipment with emphasis on lathes.

MTT 249 - INTRODUCTION TO CAM
Class 3, Lab 0, Credit 3
This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software.
Prerequisite(s): Take EGT-152, MAT-170, MTT-113, and MTT-252.

MTT 250 - PRINCIPLES OF CNC
Class 3, Lab 0, Credit 3
This course is an introduction to the coding used in CNC programming.
Prerequisite(s): Take EGT-152.

MTT 252 - CNC SET-UP AND OPERATIONS
Class 2, Lab 6, Credit 4
This course covers CNC set up and operation.
Prerequisite(s): Take MTT 250 with a minimum grade of "C".

MTT 254 - CNC PROGRAMMING I
Class 0, Lab 9, Credit 3
This course is a study of CNC programming, including machine language and computer assisted programming.
Prerequisite(s): Take MTT-252 or MTT 253 with a minimum grade of "C".

MTT 255 - CNC PROGRAMMING II
Class 2, Lab 3, Credit 3
This course includes CNC programming with simulated production conditions.
Prerequisite(s): Take MTT-254.

MTT 258 - MACHINE TOOL CAM
Class 3, Lab 0, Credit 3
This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.
Prerequisite(s): Take MTT-249.

MTT 270 - OPERATION AND PROGRAMMING OF COORDINATE MEASURING MACHINES
Class 3, Lab 0, Credit 3
This course is a study of the operation, application and programming of coordinate measuring machines (CMM).
Prerequisite(s): Take EGT-108, EGT-152, MAT-155 and MTT-112.

MTT 285 - NIMS LEVEL I CAPSTONE
Class 1, Lab 9, Credit 4
This capstone course will provide practice and performance necessary to complete all Level I projects outlined by the National Institute for Metalworking Skills (NIMS). This course will include projects and written

examinations required by NIMS.
Prerequisite(s): TAKE MTT-113 with a minimum grade of "C".

MUS 101 - CHORUS I
Class 0, Lab 3, Credit 1
This course includes the study and performance of selected choral music.

MUS 102 - CHORUS II
Class 0, Lab 3, Credit 1
This course includes the study and performance of selected choral music.

MUS 105 - MUSIC APPRECIATION
Class 3, Lab 0, Credit 3
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.
Prerequisite(s): Take ENG-100 and RDG-100.

NUR 106 - PHARMACOLOGIC BASICS IN NURSING PRACTICE
Class 1, Lab 3, Credit 2
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.
Prerequisite(s): None
Corequisite(s): Take NUR-120 and NUR-138.

NUR 120 - BASIC NURSING CONCEPTS
Class 3, Lab 12, Credit 7
This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems.
Prerequisite(s): None
Corequisite(s): Take NUR-106 and NUR-138.

NUR 138 - BASIC HEALTH ASSESSMENT SKILLS
Class 1, Lab 3, Credit 2
This course is a study of the cognitive, psychomotor, and technological skills necessary to perform a basic health assessment for adult clients.
Prerequisite(s): None
Corequisite(s): Take NUR-106 and NUR-120.

NUR 148 - OBSTETRIC, NEONATAL, AND WOMEN'S HEALTH NURSING
Class 3, Lab 6, Credit 5
This course focuses on the nursing care of low-risk and high-risk obstetric clients, low risk neonates and women throughout their life spans.
Prerequisite(s): Take NUR-106, NUR-120, and NUR-138 with a minimum grade of "B" (80%) required.
Prerequisite(s): None
Corequisite(s): Take NUR-165.

NUR 165 - NURSING CONCEPTS AND CLINICAL PRACTICE I
Class 3, Lab 9, Credit 6
This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.
Prerequisite(s): Take NUR-106, NUR-120 and NUR-138 with a minimum grade of "B" (80%) required.
Prerequisite(s): None
Corequisite(s): Take NUR-148.

NUR 212 - NURSING CARE OF CHILDREN
Class 2, Lab 6, Credit 4
This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance.
Prerequisite(s): Take NUR-106, NUR-120, NUR-138, NUR-148, NUR-165 with a minimum grade of "B" (80%) required.
Corequisite(s): Take NUR-214 and NUR-224.

NUR 214 - MENTAL HEALTH NURSING
Class 2, Lab 6, Credit 4
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme.
Prerequisite(s): Take NUR-106, NUR-120, NUR-138, NUR-148, and NUR-165 with a minimum grade of "B" (80%) required.
Corequisite(s): Take NUR-212 and NUR-224.

NUR 224 - ADVANCED ALTERATIONS IN HEALTH II
Class 0, Lab 3, Credit 1
This course focuses on development of theoretical knowledge related to client-centered and family-centered nursing for selected clients with multi-system acute and chronic health problems across the lifespan. Emphasis is placed on the role of the nurse in clinical decisions-making.
Prerequisite(s): Take NUR-106, NUR-120, NUR-138, NUR-148, and NUR-165 with a minimum grade of "B" (80%) required.
Corequisite(s): Take NUR-212 and NUR-214.

NUR 265 - NURSING CONCEPTS AND CLINICAL PRACTICE II
Class 3, Lab 9, Credit 6
This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.
Prerequisite(s): Take NUR-106, NUR-120, NUR-138, NUR-148, NUR-165, NUR-212, NUR-214, and NUR-224 with a minimum grade of "B" (80%) required.
Corequisite(s): Take NUR-270 and NUR-271.

NUR 270 - PRINCIPLES OF MANAGEMENT AND LEADERSHIP
Class 0, Lab 3, Credit 1
This course focuses on concepts and competencies related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.
Prerequisite(s): Take NUR-106, NUR-120, NUR-138, NUR-148, NUR-165, NUR-212, NUR-214, NUR-224 with a minimum grade of "B" (80%) required.
Corequisite(s): Take NUR-265 and NUR-271.

NUR 271 - MANAGEMENT AND LEADERSHIP PRACTICUM
Class 0, Lab 6, Credit 2
This course provides lab and clinical practice related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.
Prerequisite(s): Take NUR-106, NUR-120, NUR-138, NUR-148, NUR-165, NUR-212, NUR-214, and NUR-224 with a minimum grade of "B" (80%) required.
Corequisite(s): Take NUR-265 and NUR-270.

PCT 131 - HEALTH, SAFETY AND ENVIRONMENT FOR PROCESS INDUSTRY
Class 2, Lab 0, Credit 2
This course addresses the recognition of common hazards in process industries and practices at the personal and organizational level to mitigate them.

PCT 132 - PROCESS TECHNOLOGY-OPERATIONS
Class 1, Lab 6, Credit 3
This course explores standard industry practices with regards to procedure, safety, operations, commissioning, startup, and shutdown of process equipment.

PCT 133 - PROCESS TECHNOLOGY-EQUIPMENT
Class 2, Lab 6, Credit 4
This course serves as an overview for the function, maintenance, and recognition of major process equipment elements.
Prerequisite(s): Take EEM-162 Intro to Process Control.

PCT 134 - PROCESS TECHNOLOGY-INSTRUMENTATION
Class 2, Lab 3, Credit 3
This course details the function, working principles, and application of common process instrumentation elements, and open and closed loop control schemes.
Prerequisite(s): Take EEM-117 AC/DC Circuits I.

PCT 135 - PROCESS TECHNOLOGY-BASIC MEASUREMENTS
Class 1, Lab 3, Credit 2
This course details the correct use and application of various basic measurement tools common in process industries.

PCT 241 - PROCESS TECHNOLOGY-SYSTEMS
Class 3, Lab 3, Credit 4
This course instructs students on the use and application of process control diagrams to catalog and understand interactions that occur between groups of equipment and instruments.
Prerequisite(s): Take PCT-133.

PCT 242 - PROCESS TECHNOLOGY-QUALITY
Class 2, Lab 0, Credit 2
This course explores safe/economical process operation and improvement through the application of statistical fundamentals in a team setting and in accordance with industry quality management practices.

PCT 243 - PROCESS TECHNOLOGY-TROUBLESHOOTING
Class 2, Lab 6, Credit 4
This course examines the development of techniques to detect process issues in real time and take the appropriate corrective action.
Prerequisite(s): Take PCT-132, PCT-133, and PCT-134.

PHI 101 - INTRODUCTION TO PHILOSOPHY
Class 3, Lab 0, Credit 3
This course includes a topical survey of the three main branches of philosophy -- epistemology, metaphysics, and ethics -- and the contemporary questions related to these fields.
Prerequisite(s): Take ENG-100 and RDG-100.

PHI 105 - INTRODUCTION TO LOGIC
Class 3, Lab 0, Credit 3
This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

PHI 110 - ETHICS
Class 3, Lab 0, Credit 3
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.
Prerequisite(s): Take ENG-100 and RDG-100.

PHM 101 - INTRODUCTION TO PHARMACY
Class 3, Lab 0, Credit 3
This course provides a study of and introduction to pharmacy and the role in providing patient care services.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of C.
Corequisite(s): Take PHM-110, PHM-112 and PHM-114.

PHM 103 - PHARMACY LAW AND ETHICS
Class 2, Lab 0, Credit 2
This course is a study of the current laws and ethical practices appropriate to pharmacy and the role of patient services.
Prerequisite(s): Take PHM-101, PHM-110, PHM-112, and PHM-114 with a minimum grade of "C".

PHM 110 - PHARMACY PRACTICE
Class 3, Lab 3, Credit 4
This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

PHM 111 - APPLIED PHARMACY PRACTICE LABORATORY
Class 0, Lab 6, Credit 2
This course is a study of laboratory based, hands-on application of principles used in manipulation of data and materials in the preparing and dispensing of drugs.
Prerequisite(s): Take PHM-101, PHM-110, PHM-112, and PHM-114 with a minimum grade of "C".

PHM 112 - PHARMACY MATH
Class 2, Lab 0, Credit 2
This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.
Prerequisite(s): Take MAT-032 with a minimum grade of "C".

PHM 113 - PHARMACY TECHNICIAN MATH
Class 3, Lab 0, Credit 3
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

PHM 114 - THERAPEUTIC AGENTS I
Class 3, Lab 0, Credit 3
This course provides an introductory study of therapeutic drug categories.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

PHM 124 - THERAPEUTIC AGENTS II
Class 3, Lab 0, Credit 3
This course includes a study of therapeutic drug categories.

PHM 151 - PHARMACY CLINICAL EXPERIENCE
Class 3, Lab 18, Credit 9
This course provides practical application of pharmacy skills in medication packaging, intravenous fluid preparation, inventory control, and communication with other health care providers through clinical rotations in pharmacies.
Prerequisite(s): Take PHM-103, PHM-113, PHM-124, and PHM-250 with a minimum grade of "C".
Corequisite(s): Take PHM-175.

PHM 175 - PHARMACY TECHNICIAN PRACTICUM
Class 3, Lab 0, Credit 3
This course provides a study of and introduction to the pharmacy in providing patient care services.
Prerequisite(s): Take PHM-103, PHM-113, PHM-124, and PHM-250 with a minimum grade of "C".
Corequisite(s): Take PHM-151.

PHM 250 - SPECIAL TOPICS IN PHARMACY
Class 2, Lab 3, Credit 3
This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation.
Prerequisite(s): Take PHM-101, PHM-110, PHM-112, and PHM-114 with a minimum grade of "C".

PHS 101 - PHYSICAL SCIENCE I
Class 3, Lab 3, Credit 4
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.
Prerequisite(s): Take MAT-102 or MAT 103, and ENG-100, and RDG-100 with a minimum grade of "C".

PHS 102 - PHYSICAL SCIENCE II
Class 3, Lab 3, Credit 4
This is a continuation of the introduction to physical science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.
Prerequisite(s): Take PHS-101 with a minimum grade of C.

PHY 201 - PHYSICS I
Class 3, Lab 3, Credit 4
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.
Prerequisite(s): Take MAT-111 with a minimum grade of "C".

PHY 202 - PHYSICS II
Class 3, Lab 3, Credit 4
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.
Prerequisite(s): Take PHY-201 with a minimum grade of "C".

PHY 221 - UNIVERSITY PHYSICS I
Class 3, Lab 3, Credit 4
This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion.
Prerequisite(s): Take MAT-140 with a minimum grade of "C".

PHY 222 - UNIVERSITY PHYSICS II
Class 3, Lab 3, Credit 4
This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena.
Prerequisite(s): Take PHY-221 with a minimum grade of "C".

PSC 102 - SPECIAL ACTIVITIES IN POLITICAL SCIENCE
Class 2, Lab 0, Credit 2
This course provides hands-on activities to support courses in international relations and comparative governments. The countries and issues studied will vary depending upon world politics.
Prerequisite(s): Take ENG-101 with a minimum grade of "C" and Instructor approval.

PSC 201 - AMERICAN GOVERNMENT
Class 3, Lab 0, Credit 3
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

PSC 206 - POLITICS OF THE MIDDLE EAST
Class 3, Lab 0, Credit 3
This course examines the domestic and international politics of countries in the Middle East. Coursework compares political systems in the region and factors such as economics, religion, and societal divisions that influence both domestic politics and external relations of the countries.
Prerequisite(s): Take ENG-101 with a minimum grade of C required.

PSC 215 - STATE AND LOCAL GOVERNMENT
Class 3, Lab 0, Credit 3
This course is a study of state, county, and municipal government systems, including interrelationships among these systems and within the federal government.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

PSC 220 - INTRODUCTION TO INTERNATIONAL RELATIONS
Class 3, Lab 0, Credit 3
This course introduces the major forces and factors influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.
Prerequisite(s): Take RDG-100 and ENG-100 with minimum grade of "C".

PSY 103 - HUMAN RELATIONS
Class 3, Lab 0, Credit 3
This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.
Prerequisite(s): Take ENG-032 and RDG-032 with a minimum grade of "C".

PSY 201 - GENERAL PSYCHOLOGY
Class 3, Lab 0, Credit 3
This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.
Prerequisite(s): Take ENG-100, RDG-100 and MAT-101, or MAT-155, or MAT-160, or MAT-170, or MAT-103 with a minimum grade of "C".

PSY 203 - HUMAN GROWTH AND DEVELOPMENT
Class 3, Lab 0, Credit 3
This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.
Prerequisite(s): Take PSY-201 with a minimum grade of "C".

PSY 212 - ABNORMAL PSYCHOLOGY
Class 3, Lab 0, Credit 3
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.
Prerequisite(s): Take PSY-201 with a minimum grade of "C".

PSY 214 - PSYCHOLOGY OF THE EXCEPTIONAL CHILD
Class 3, Lab 0, Credit 3
This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.
Prerequisite(s): Take PSY-201 with a minimum grade of "C".

RAD 102 - RADIOLOGY PATIENT CARE PROCEDURES
Class 2, Lab 0, Credit 2
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

RAD 105 - RADIOGRAPHIC ANATOMY
Class 4, Lab 0, Credit 4
This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.
Prerequisite(s): None
Corequisite(s): Take RAD-130.

RAD 110 - RADIOGRAPHIC IMAGING I
Class 2, Lab 3, Credit 3
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

RAD 115 - RADIOGRAPHIC IMAGING II
Class 2, Lab 3, Credit 3
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prerequisite(s): Take RAD-102, RAD-105, RAD-110, and RAD-130 with a minimum grade of "C".

RAD 121 - RADIOGRAPHIC PHYSICS
Class 3, Lab 3, Credit 4
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.
Prerequisite(s): Take RAD-230 and RAD-256 with a minimum grade of "C".

RAD 130 - RADIOGRAPHIC PROCEDURES I
Class 2, Lab 3, Credit 3
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.
Prerequisite(s): None
Corequisite(s): Take RAD-105.

RAD 136 - RADIOGRAPHIC PROCEDURES II
Class 2, Lab 3, Credit 3
This course is a study of radiographic procedures for visualization of the structures of the body.
Prerequisite(s): Take RAD-102, RAD-105, RAD-110, and RAD-130 with a minimum grade of "C".

RAD 153 - APPLIED RADIOGRAPHY I
Class 0, Lab 9, Credit 3
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

RAD 176 - APPLIED RADIOGRAPHY III
Class 0, Lab 18, Credit 6
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.
Prerequisite(s): Take RAD-102, RAD-105, RAD-110, and RAD-130 with a minimum grade of "C".

RAD 201 - RADIATION BIOLOGY
Class 1, Lab 3, Credit 2
This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.
Prerequisite(s): Take RAD-102, RAD-105, RAD-110, and RAD-130 with a minimum grade of "C".

RAD 205 - RADIOGRAPHIC PATHOLOGY
Class 2, Lab 0, Credit 2
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.
Prerequisite(s): Take RAD-121, RAD-268, and RAD-283 with a minimum grade of "C".

RAD 225 - SELECTED RADIOGRAPHIC TOPICS
Class 1, Lab 3, Credit 2
This course is a study of selected areas related to radiography.
Prerequisite(s): Take RAD-205, RAD-278 and RAD-282 with a minimum grade of "C".

RAD 230 - RADIOGRAPHIC PROCEDURES III
Class 2, Lab 3, Credit 3
This course is a study of special radiographic procedures.

RAD 256 - ADVANCED RADIOGRAPHY I
Class 0, Lab 18, Credit 6
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.
Prerequisite(s): Take RAD-115, RAD-136, RAD-176, and RAD-201 with a minimum grade of "C".

RAD 268 - ADVANCED RADIOGRAPHY II
Class 0, Lab 24, Credit 8
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.
Prerequisite(s): Take RAD-230 and RAD-256 with a minimum grade of "C".

RAD 278 - ADVANCED RADIOGRAPHY III
Class 0, Lab 24, Credit 8
This course includes routine and advanced radiographic procedures in the clinical environment.
Prerequisite(s): Take RAD-121, RAD-268, and RAD-283 with a minimum grade of "C".

RAD 282 - IMAGING PRACTICUM
Class 2, Lab 0, Credit 2
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Prerequisite(s): Take RAD-121, RAD-268, and RAD-283 with a minimum grade of "C".

RAD 283 - IMAGING PRACTICUM
Class 1, Lab 6, Credit 3
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Prerequisite(s): Take RAD-230 and RAD-256 with a minimum grade of "C".

RDG 032 - DEVELOPMENTAL READING
Class 3, Lab 0, Credit 3
This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

RDG 100 - CRITICAL READING
Class 3, Lab 0, Credit 3
This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Non-degree credit
Prerequisite(s): Take RDG-032.

REL 101 - INTRODUCTION TO RELIGION
Class 3, Lab 0, Credit 3

This course provides a study of religion and the nature of religious belief and practice.
Prerequisite(s): Take ENG-100 and RDG-100.

REL 104 - EARLY CHRISTIAN HISTORY AND LITERATURE
Class 3, Lab 0, Credit 3
This course provides a study of the Biblical New Testament and other early Christian writings, emphasizing the historical and cultural contexts in which they were produced.
Prerequisite(s): Take ENG-100 and RDG-100 with minimum grade "C".

REL 105 - EARLY JEWISH HISTORY AND LITERATURE
Class 3, Lab 0, Credit 3
This course provides a study of the Tanakh, the Talmud, and other early Jewish works, emphasizing the historical and cultural contexts in which they were created.
Prerequisite(s): Take ENG-100 and RDG-100 with minimum grade "C".

REL 201 - RELIGIONS OF THE WORLD
Class 3, Lab 0, Credit 3
This course surveys the major religious traditions of the world.
Prerequisite(s): Take ENG-100 and RDG-100.

RES 101 - INTRODUCTION TO RESPIRATORY CARE
Class 2, Lab 3, Credit 2
This course includes introduction tpics pertinent to entering the respiratory care profession, i.e., medical terminology, ethical issues, and legal issues.

RES 111 - PATHOPHYSIOLOGY
Class 1, Lab 3, Credit 2
This course is a study of the general principles and analyses of normal and diseased states.

RES 121 - RESPIRATORY SKILLS I
Class 3, Lab 3, Credit 4
This course includes a study of basic respiratory therapy procedures and their administration.

RES 123 - CARDIOPULMONARY PHYSIOLOGY
Class 3, Lab 0, Credit 3
This course covers cardiopulmonary physiology and related systems.

RES 131 - RESPIRATORY SKILLS II
Class 3, Lab 3, Credit 4
This course is a study of selected respiratory care procedures and applications.

RES 141 - RESPIRATORY SKILLS III
Class 2, Lab 3, Credit 3
This course covers mechanical ventilation systems, pediatrics and associated monitors.

RES 151 - CLINICAL APPLICATIONS I
Class 0, Lab 15, Credit 5
This course covers the fundamental respiratory care procedures in the hospital setting.

RES 152 - CLINICAL APPLICATIONS II
Class 0, Lab 9, Credit 3
This course includes practice of respiratory care procedures in the hospital setting.

RES 204 - NEONATAL/PEDIATRIC CARE
Class 3, Lab 0, Credit 3
This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

RES 242 - ADVANCED RESPIRATORY CARE TRANSITION
Class 1, Lab 0, Credit 1
This course provides a comprehensive review of advanced respiratory care.

RES 244 - ADVANCED RESPIRATORY SKILLS I
Class 3, Lab 3, Credit 4
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.

RES 245 - ADVANCED RESPIRATORY SKILLS II
Class 1, Lab 3, Credit 2
This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients.

RES 246 - RESPIRATORY PHARMACOLOGY
Class 1, Lab 3, Credit 2
This course includes a study of pharmacologic agents used in cardiopulmonary care.

RES 247 - ADVANCED RESPIRATORY PHARMACOLOGY
Class 2, Lab 0, Credit 2
This course covers the indications, side effects, and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner.

RES 255 - CLINICAL PRACTICE
Class 0, Lab 15, Credit 5
This course includes clinical training with emphasis on intensive care.

RES 275 - ADVANCED CLINICAL PRACTICE
Class 0, Lab 15, Credit 5
This course includes clinical practice in advanced patient care procedures.

RES 277 - ADVANCED CLINICAL PRACTICE II
Class 0, Lab 15, Credit 5
This course is the study of the clinical practice of advanced patient care procedures.

RWR 100 - INTEGRATED TRANSITIONAL READING AND ENGLISH (NON-DEGREE CREDIT)
Class 3, Lab 0, Credit 3
This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Note: Students who complete this course should not enroll in ENG 100 or RDG 100.
Prerequisite(s): Take RDG-032 and ENG-032 with a minimum grade of "C".

SAC 101 - BEST PRACTICES IN SCHOOL-AGE AND YOUTH CARE SKILLS
Class 3, Lab 0, Credit 3
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SOC 101 - INTRODUCTION TO SOCIOLOGY
Class 3, Lab 0, Credit 3
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

SOC 102 - MARRIAGE AND THE FAMILY
Class 3, Lab 0, Credit 3
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.
Prerequisite(s): Take SOC-101 with a minimum grade of "C" required.

SOC 205 - SOCIAL PROBLEMS
Class 3, Lab 0, Credit 3
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.
Prerequisite(s): Take SOC-101 with a minimum grade of "C".

SPA 101 - ELEMENTARY SPANISH I
Class 4, Lab 0, Credit 4
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.
Prerequisite(s): Take ENG-100 and RDG-032.

SPA 102 - ELEMENTARY SPANISH II
Class 4, Lab 0, Credit 4
This course continues development of the basic language skills and the study of Hispanic cultures.
Prerequisite(s): Take SPA-101 with a grade of "C" or better.

SPA 201 - INTERMEDIATE SPANISH I
Class 3, Lab 0, Credit 3
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prerequisite(s): Take SPA-102 with a grade of "C" or better.

SPA 202 - INTERMEDIATE SPANISH II
Class 3, Lab 0, Credit 3
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): Take SPA-201 with a grade of "C" or better.

SPC 205 - PUBLIC SPEAKING
Class 3, Lab 0, Credit 3
This course is an introduction to principles of public speaking with application of speaking skills.
Prerequisite(s): Take ENG-100 and RDG-100.

SPC 208 – INTERCULTURAL COMMUNICATION
Class 3, Lab 0, Credit 3
This course is an introduction to the theory and practice of “difference-based” communication—the study of face-to-face communication where significant cultural differences exist in values, perception, and verbal and nonverbal behavior.
Prerequisite(s): Take ENG-100 and RDG-100.

SPC 209 - INTERPERSONAL COMMUNICATION
Class 3, Lab 0, Credit 3
This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.
Prerequisite(s): Take ENG-100 and RDG-100.

SPC 212 - SURVEY OF MASS COMMUNICATION
Class 3, Lab 0, Credit 3
This course is a survey of the development of media and its influence upon society. Topics focus on newspapers, magazines, radio and television broadcasting, and film and their impact on American culture. Students will critique mass media using modern methodology.
Prerequisite(s): Take ENG-100 and RDG-100 with a minimum grade of "C".

SPC 285 - ADVANCED PUBLIC SPEAKING
Class 3, Lab 0, Credit 3
This course continues the study of principles of public speaking with application of speaking skills. Emphasis will be placed on a deeper understanding of communication theory and on attainment of skills in incorporating media in presentations.
Prerequisite(s): Take SPC-205 and ENG-101 with a minimum grade of "C".

SUR 101 - INTRODUCTION TO SURGICAL TECHNOLOGY
Class 4, Lab 3, Credit 5
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

SUR 102 - APPLIED SURGICAL TECHNOLOGY
Class 1, Lab 12, Credit 5
This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

SUR 106 - ADVANCED SURGICAL PROCEDURES
Class 2, Lab 0, Credit 2
This course is a study of advanced surgical procedures.

SUR 107 - SURGICAL SPECIALTY PROCEDURES
Class 3, Lab 0, Credit 3
This course is a study of the various surgical specialties.

SUR 108 - SURGICAL ANATOMY I
Class 2, Lab 3, Credit 3
This course includes the study of the structures of the human body and the normal function of its generalized systems. Special emphasis is placed on surgical anatomy.

SUR 109 - SURGICAL ANATOMY II
Class 2, Lab 3, Credit 3
This course includes the study of the structures of the human body and the normal function of its specialized systems. Special emphasis is placed on surgical anatomy.

SUR 112 - SURGICAL PRACTICUM I
Class 0, Lab 12, Credit 4
This course includes the application of perioperative theory under clinical supervision.

SUR 114 - SURGICAL SPECIALTY PRACTICUM
Class 0, Lab 21, Credit 7
This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.

SUR 116 - BASIC SURGICAL PROCEDURES
Class 1, Lab 6, Credit 3
This course is a study of basic surgical procedures to include intraoperative routines, sutures, medications, and anesthesia.

SUR 120 - SURGICAL SEMINAR
Class 2, Lab 0, Credit 2
This course includes the comprehensive correlation of theory and practice in the perioperative role.

THE 101 - INTRODUCTION TO THEATRE
Class 3, Lab 0, Credit 3
This course includes the appreciation and analysis of theatrical literature, history, and production.
Prerequisite(s): Take ENG-100 and RDG-100.

THE 105 - FUNDAMENTALS OF ACTING
Class 3, Lab 0, Credit 3
This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters.

THE 220 - THEATRE LABORATORY I
Class 1, Lab 0, Credit 1
This course is supervised participation in theatrical productions.

THE 225 - THEATRE PRODUCTION
Class 3, Lab 0, Credit 3
This course includes the study and application of all processes of a theatrical production from "page to stage," culminating in a production performance.
Prerequisite(s): Take THE-101 or THE-105 or ART-111 with a minimum grade of "C".

THE 226 - CHILDREN'S THEATRE
Class 3, Lab 0, Credit 3
This course is an applied study of the dramatic literature and production practices of theatre for youth.

THE 240 - THEATRE HISTORY I
Class 3, Lab 0, Credit 3
This course is a study of the history of theatre from the Classical Era to 1700 and focuses on the interrelationship of theatre and society. Topics include important events in theatre design and technology, performance practices, and dramatic literature.
Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of "C".

THE 241 - THEATRE HISTORY II
Class 3, Lab 0, Credit 3
This course is a study of the history of theatre from 1770 to the present and focuses on the interrelationship

of theatre and society. Topics include important events in theatre design and technology, performance practices, and dramatic literature.
Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of "C".

THE 253 - STAGECRAFT
Class 3, Lab 0, Credit 3
This course is an applied study of technical theatre, including the fundamentals of scene design, set construction, painting, lighting, base electronics, properties, fly systems, drafting techniques, and back stage organization.

WLD 103 - PRINT READING I
Class 1, Lab 0, Credit 1
This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 105 - PRINT READING II
Class 1, Lab 0, Credit 1
This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.
Prerequisite(s): Take WLD-103.

WLD 106 - GAS AND ARC WELDING
Class 2, Lab 6, Credit 4
This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

WLD 109 - GAS METAL ARC WELDING II
Class 2, Lab 3, Credit 3
This course covers all position welding and advanced techniques for welding ferrous and non-ferrous metals.
Prerequisite(s): Take WLD-228.

WLD 113 - ARC WELDING II
Class 2, Lab 6, Credit 4
This course is a study of arc welding of ferrous and/or non-ferrous metals.
Prerequisite(s): Take WLD-106.

WLD 115 - ARC WELDING III
Class 2, Lab 6, Credit 4
This course covers the techniques used in preparation for structural plate testing according to appropriate standards.
Prerequisite(s): Take WLD-106.

WLD 117 - SPECIALIZED ARC WELDING
Class 2, Lab 6, Credit 4
This course covers arc welding processes for industrial purposes.
Prerequisite(s): Take WLD-115.

WLD 132 - INERT GAS WELDING FERROUS
Class 2, Lab 6, Credit 4
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.
Prerequisite(s): Take WLD-117.

WLD 136 - ADVANCED INERT GAS WELDING
Class 1, Lab 3, Credit 2
This course covers the techniques for all positions of welding ferrous and non-ferrous metals.
Prerequisite(s): Take WLD-132.

WLD 154 - PIPEFITTING AND WELDING
Class 3, Lab 3, Credit 4
This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

WLD 208 - ADVANCED PIPE WELDING
Class 2, Lab 3, Credit 3
This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals.
Prerequisite(s): Take WLD-228.

WLD 212 - DESTRUCTIVE TESTING
Class 2, Lab 0, Credit 2
This course covers the destructive testing methods used in the evaluation of welds.

WLD 228 - INERT GAS WELDING PIPE I
Class 2, Lab 6, Credit 4
This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.
Prerequisite(s): Take WLD-132.

Faculty and Staff Listing

ADAMS, AMANDA M., Research Analyst, Evaluation, Accreditation & Planning
University of Florida, Ph.D., Criminology, Law & Society

ADKINS, JON-MICHAEL, Instructor, Process Technology
University of South Carolina, B.S., Mechanical Engineering
University of South Carolina, M.S., Mechanical Engineering

ALIMAGHAM, M. MATTHEW, Instructor, Computer Technology
University of Louisville, A.A., Data Processing Technology
University of Louisville, B.S., Engineering Science with concentration in Engineering, Math and Computer Science
Tehran University, M.S., Public Health in Hospital Administration
University of South Carolina, Certificate of Graduate Study, Higher Education Leadership

ALLISON, CHINETA C., Administrative Coordinator, Business Affairs
Limestone College, A.A., Computer Science
Limestone College, B.S., Business Computer Software

ALT, SUSAN A., Administrative Specialist, Human Resources
Spartanburg Community College, A.A.S., Automated Office Technology
Gardner-Webb University, B.S., Business Administration

ANDERSON-HUCKS, CHERYL M., Director, Marketing & Public Relations
University of South Carolina, B.A., Journalism and Mass Communications

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Converse College, M.M., Music Theory
Emory University, B.A., Music and Biology

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